

FORM NO. 5a ERASURE REQUEST FORM



You have the right to have your personal information deleted in certain circumstances. We ask that you complete this form so we can determine the details of your request and, where applicable, implement your request.

If your request is valid, we will delete the information requested, unless we are required by law to keep it - in this case we will advise you of what we are keeping, and the reasons why.

Please complete your details below and sign where indicated. Send the completed form and proof of identity (by way of proof of your name and address) to **[Privacy Compliance Co-ordinator]** at [insert address/email address]

***Agents of the requestor:** Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the data subject's behalf.*

Please complete as much of the following information as you can:	
Full name of data subject:	(Title) (First) (Surname)
Present Address:	
Street	
Town	
County	
Postcode	
Other contact details:	
Telephone	
Email	
Mobile	
Details of the Agent or Requestor (if any)	
Name:	
Address:	
Phone Number:	
Email address	
Proof of entitlement to act (enclose authorisation)	

Personal Information Currently on File to be deleted	Reason why that personal information should be deleted
<i>e.g. name, mobile number, email address</i>	<i>e.g. is the information inaccurate or out of date?</i>

We will make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

Signature: _____
Date: _____