

Rights of Data Subject Request Form
Rectification / Erasure / Objection / Restriction / Data Transfer

Person's Full Name	
Date of Birth	
Current Address with postcode	
Contact Telephone Number	
Request relates to, please indicate by ticking relevant box and provide details: Rectification <input type="checkbox"/> Erasure <input type="checkbox"/> Objection/Restriction <input type="checkbox"/> Data Transfer <input type="checkbox"/>	To maintain confidentiality and to confirm your identity, please provide the following personal identification: A valid Driving Licence or a valid Passport or a Birth Certificate or Certificate of Registry of Birth or Adoption Certificate PLUS a utility bill showing your name and address (this must be less than 3 months old)
Please provide details of your rectification/erasure/objection/restriction or data transfer request (continue on a separate sheet if necessary): <div style="height: 150px;"></div>	
I declare that the information given by me is correct to the best of my knowledge and that I am making this request under the terms of the Data Protection Act 2018 (UK GDPR)	
Signed: <div style="height: 30px;"></div>	
Date: <div style="height: 30px;"></div>	

Office Only: Administrator

Verification of Identity:

In order to maintain confidentiality and to confirm the data subject's identity, please check the following personal identification:

Tick as appropriate

- Valid Driving Licence
- or Valid Passport
- or Birth Certificate or Certificate of Registry of Birth or Adoption Certificate
- plus - a utility bill showing name and address
(less than 3 months old)

Identity Verified: YES/NO

Administrator name in capitals:

Administrator signature:

Date:

- Administrator to inform the Governance Officer (Tick to confirm)

Governance Officer liaise with Data Protection Officer (DPO) :

- DPO has *not agreed* request; DPO informs Data Subject or
- DPO has *agreed* request / Governance Officer has agreed request
- DPO / Governance Officer has assigned a relevant person to undertake an assessment
- Request has been processed. Third parties have been notified and response noted
- Confirmation sent to the Data Subject

Governance Officer Signed:

Date: