

Right To Erasure Request Form

You should complete this form if you want us to erase all the personal data we hold about you. Under the EU General Data Protection Regulations (GDPR) from 25th May 2018, you have a right of erasure. On receiving this form we will consider whether we are able to erase your personal data from our systems.

We will endeavor to respond promptly and in any event within 30 days of the latest of the following:

- 1) Our receipt of your written request; or
- 2) Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, which can also be done through our website, but doing so will make it easier for us to process your request quickly.

Section 1: Details of the person requesting the information

Full Name:

Address:

Telephone:

Email:

Section 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

Yes: I am the data subject. I enclose proof of my identity (see below)
(please go to section4)

No: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).

(please go to section3)

To ensure we are erasing data for the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image of the following:

WITTENBERG

EST. MMXVII

- 1) Proof of Identity: - Passport, photo driving license, or national ID card.
- 2) Proof of Address: - Utility bill, bank statement, credit card statement, current license. (all documents must be valid and if statements must be less than 3 months old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Section 3: Details of the data subject? (if different from section 1)

Full Name: _____ Address: _____

Telephone: _____

Email: _____

Please note that if the information you request to be erased reveals detail directly or indirectly about another person we will have to seek the consent of that person before we can erase that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to erase that information, in which case you will be informed promptly and given full reasons for that decision.

There is some information that we may continue to hold even after your request of erasure. Any financial information will be stored for 7 years as is a pre-requisite under UK Law. We will keep a record of any data erasure indefinitely.

Section 4: Declaration

Please note that any attempt to mislead may result in prosecution

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to The Wittenberg is true. I understand that it is necessary for The Wittenberg to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data

Printed Name: _____

Signature: _____

Date: _____