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| **DATA ERASURE REQUEST FORM** |  |

This form is designed to assist individuals with requesting erasure of personal data held by Keele University, under the provisions of Article 17 of the UK General Data Protection Regulation (UK GDPR).

You will receive a response within one month of receipt of a fully completed form and proof of identity. For more information on your rights in relation to personal data, see the University’s Privacy Notice available at: https://www.keele.ac.uk/privacynotices/

### 1) DATA SUBJECT DETAILS (if you are acting on their behalf, see Section 2 also)

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| --- | --- |
| **\* Surname:** |  |
| **\* Forename(s):** |  |
| **\* Date of birth:** |  |
| **\* Address:**(please include postcode) |   |
| **\* Email:** |  |
| **Telephone Number:** |  |
| **Student Number (if applicable):** |  |
| **Employee Number (if applicable):** |  |
| **Dates attended/employed from-to:** |  |
| **Any other information or unique identifiers to assist in understanding your relationship with the University and to help locate your personal data:** |
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| **\* Are you the Data subject?****(Please indicate)**  | Yes(please go to section 3) | No (please go to section 2) |

*\* Denotes fields that must be completed to action your request.*

### 2) REQUESTER DETAILS (if request made on Data Subject’s behalf)

If the requester is acting on behalf of the Data Subject, written authority from the Data Subject **must** be enclosed, along with their identity documents.

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| **\* Surname:** |  |
| **\* Forename:** |  |
| **\* Address:**(please include postcode) |  |
| **\* Email:** |  |
| **Telephone Number:** |  |

*\* Denotes fields that must be completed.*

### 3) GROUNDS FOR ERASURE OF PERSONAL DATA

Under Article 17, you have the right, in some circumstances, to request the erasure of your personal data **if one of the following grounds applies:**

1. The personal data is no longer necessary for the purpose we collected it for.
2. You withdrew your consent to our processing activities and no other legal justification for processing applies.
3. You are objecting under UK GDPR Article 21(1) to processing, including profiling, that is necessary for us to perform a task in the public interest or in the exercise of our official authority; ***and*** there are no overriding legitimate grounds to process the personal data.
4. You are objecting under UK GDPR Article 21(1) to processing, including profiling, that is necessary to pursue our or a third party’s legitimate interests; ***and*** there are no overriding legitimate grounds to process the personal data.
5. You are objecting under UK GDPR Article 21(2) to processing for direct marketing purposes.
6. Your personal data was processed unlawfully.
7. Domestic law requires us to erase your personal data to comply with a legal obligation.
8. We collected the personal data in the context of offering online services to children under UK GDPR Article 8(1).

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| **To help us process your request, please provide as much detail about the personal data you are requesting erasure of *and which of the above ground(s) you are relying on* *to request erasure of your personal data*.** |
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**4) PROOF OF IDENTITY**

In most cases, such as for applicant students/employees, current students/employees and former students/employees, proof of the Data Subject’s identity and address must be provided in order for a request to be processed. These can be **one of**:

* photocopy/scan of passport, driving licence or birth/adoption certificate

**AND one of;**

* photocopy/scan of a bill/statement or government/NHS letter or similar dated within the last 3 months (please obscure extraneous information)

For enquirers or those with only a minimal relationship with the University, such as individuals who have signed up simply to receive informational emails/a prospectus or attended an event, it is likely that the extent of evidence of identity needed will be, at most, proof of address or use of email address. This will be determined on a case by case basis upon establishing the nature of the interaction with the University.

If the data subject’s name has changed, please provide the relevant documents evidencing the change, such as a marriage certificate (obscuring the data of others), decree absolute or decree nisi papers, deed poll or statutory declaration.

**5) DECLARATION**

I am/have been authorised by the data subject named in this form and confirm that the information provided above is correct. I understand that it is necessary for the University to confirm a Data Subject’s identity, and where applicable their authority, and enclose proof of such.

Signed :

Date :

We will only use the information you provide to verify identity, and where applicable authority to act, and to respond to your request. Once verified, the identity documents you have provided will be destroyed.

**Please send completed forms via email to** **dpa@keele.ac.uk**