

Right to Erasure Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to request the deletion of any data/information the Union of Students hold about you (otherwise known as the right to be forgotten)

You should complete this form if you would like the Union to erase any personal data we hold about you. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of your identity

Proof of identity:

In certain circumstances we may require proof of your identity before we can amend personal data. The Union will advise if proof of identity is required. If you have changed your name, please supply relevant documents evidencing the change.

SECTION 1: Data Subject

Please fill in your details

Title:	Mr [<input type="checkbox"/>] Mrs [<input type="checkbox"/>] Ms [<input type="checkbox"/>] Miss [<input type="checkbox"/>] Other [<input type="checkbox"/>]
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Contact Telephone Number (s)	

Identification:

I am enclosing the following copies as proof of identity:

Birth Certificate [] Driving License [] Passport [] Official letter to my address []

Data Erasure Choice

You may choose to have some, or all, of the data that we about you hold erased. You need to be aware that by choosing to erase data the Union may be forced to restrict services, as we are required to process certain data to deliver these services.

Tick this box for **full data erasure** and agree to the statement below:

I would like to request a full erasure of all data that the Union of Students at the University of Derby holds about me. I understand that full erasure will result in the complete revocation of Union of Students membership and access to facilities and services. In addition I agree that the Union may retain a record of my Student ID number issued by the University of Derby and to ensure that the Union does not process any data linked with this record.

Tick this box for **partial data erasure** and agree to the statement below:

I would like to request a partial erasure of the data that the Union of Students at the University of Derby holds about me. I understand that this erasure may result in the partial or complete revocation of Union of Students membership, access to facilities and services. The Union will advise of loss of service prior to deletion. In addition I agree that the Union may retain a record of my Student ID number issued by the University of Derby and to ensure that the Union does not process any data linked with this record.

Please detail below the data that you wish to be partially erased:

Identification of data

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name of the department just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

Reason for erasure

The Union of Students will not unreasonably prevent deletion of data, however we require an

appropriate reason to make such amendments. Please detail below the reason for requiring the data rectification.

Details:

SECTION 2: Declarations

Declaration:

I confirm that I have read and understood the terms of this right to erasure form and certify that the information given in this application is true. I understand that it is necessary for the Union of Students to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Name:	
Signature:	
Date:	

SECTION 3: Actions

Please send your completed form via post to:

Data Protection
Union of Students
University of Derby
Kedleston Road
Derby DE221GB

Or via email to: dataprotection@derbyunion.co.uk