**Individuals Rights Request Form**

**Right to Erasure (right to be forgotten)**

**Please provide your current contact details so we can respond back to you:**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: we will retain your name and one piece of information from the above section on a Request for Erasure Case File for a period of 6 months for audit purpose only, all other personal information on this file will be removed. This information will be destroyed automatically, you are not required to ask us to do so. Please be aware that if we remove your data you will no longer be able to make bookings or gain access to one of our leisure sites.

**By completing this request, you confirm that you have had a relationship with Places for People Leisure Limited.** **Please confirm the type of relationship** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. customer)

To assist in finding your personal data we need you to clarify some identifiable information to help us locate it on our systems, please confirm relevant details below:

|  |  |
| --- | --- |
| Personal Data Identifiers | Details |
| Full name |  |
| Property Address(s) |  |
| Private email address(s) |  |
| Personal telephone number(s) |  |
| Date of birth |  |
| IP Address (if applicable) |  |
| Other names such as maiden name or also known as |  |
| Other personal identifiable information that may help us locate your personal identifiable information |  |

To help us locate your personal information accurately please provide any unique Reference Numbers relating to your contract or enquiry with us – these might include but are not limited to: membership number, card numbers etc:

Please enter reference numbers:

**Please answer some further questions so that we can identify your personal data:**

Is your membership or service current or has it now ended?

If ended – please provide the end date. If this is unknown

Please state the year contract ended.

**Please note**: if your membership contract with us is still current you will not have a right to request erasure.

On receipt of this form we will process your request for the Right to Erasure. We may need to contact you during this time if we require any further information from you that will help us identify your personal identifiable information. Please tell us your preferred method of contact:

Email: □

Telephone: □

We will handle your request and respond back to you within one month from receipt of this form.

If you require any additional information regarding this, please do not hesitate to contact us at the below address. This application form can be attached to an email and sent to datacontroller@pfpleisure.org or can be sent to the following address:-

DATA PROTECTION OFFICER

PLACES FOR PEOPLE LEISURE LIMITED

WATERS EDGE,

RIVERSIDE WAY,

CAMBERLEY,

SURREY

GU15 3YL

If you have any difficulties completing the form please call the Data Protection Team on 01276 418200