

“Right to Erasure” Request Form

Application to erase your personal data held by Ocean Youth Trust South

Your Erasure Rights

Subject to certain exceptions, you have a right to erasure of any personal information that OYT South holds about you (your ‘personal data’). You can exercise this right when:

- OYT South no longer needs the data for the purpose that it was originally collected;
- The individual withdraws consent;
- The individual objects to the processing and the organization has no overriding legitimate interest in the data;
- The controller or processor collected the data unlawfully;
- The data must be erased to comply with a legal obligation;

OYT South can refuse to comply with a request for erasure if:

- The processing is protected by the right to freedom of expression;
- Processing the data is necessary to comply with a legal obligation for the performance of a public interest task or exercise of official authority;
- The data is for health purposes in the public interest;
- The data is being used for archiving purposes in the public interest, scientific or historical research, or statistical purposes; or
- The processing is necessary to exercise or defend legal claims.

OYT South can also refuse to comply with a request for erasure if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If we consider that a request is manifestly unfounded or excessive we reserve the right to:

- request a "reasonable fee" to deal with the request; or
- refuse to deal with the request.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

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

If you wish to make an Erasure Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to OYT South.

The purpose of this form is to ensure that all necessary information to complete your Erasure Request is provided to OYT South. You are not obliged to use this form to make a request but doing so will make it easier for us to process your request quickly. If you do not, please ensure that all necessary information on this form is provided to OYT South.

The term “data subject” refers to the person about whom the information is being requested

Section 1 – Details of the data subject

Voyage number (if known/applicable):	
Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state).....
First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	

Current address	
Telephone number	
Email address	

Section 2 - Are you the data subject?

<input type="checkbox"/> Yes If you are the data subject, please go to Section 4	<input type="checkbox"/> No If you are acting on behalf of the data subject, please go to Section 3
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Section 3a - Details of the person requesting the Erasure (if different to Section 1)

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state).....
First Name	
Family Name	
Company (if applicable)	
Address	
Telephone number	
Email address	

Section 3b – Relationship with data subject.

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 3c – Authority to release information

<p>A representative needs to obtain authority from the data subject before personal data can be erased. The representative should obtain the data subject’s signature below, or provide a separate note of authority. This must be an original signature, <u>not a copy</u> (tip: using blue ink often helps verification).</p> <p>If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. I hereby give my authority for the representative named in Section 3 of this form to make a Right to Erasure Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)</p>	
Signature of Data Subject: 	Date:

Section 4 – Proof of Identity.

<p>In order to prove the data subject’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.</p> <p>In addition, if you are acting on the data subject’s behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.</p>	
<p>List A (one from below) Passport Birth certificate Photo driving licence</p>	<p>List B (plus one from below) Utility bill Bank statement Credit card statement</p> <p>All showing your home address and no more than 3 months old</p>

Section 5 – On what grounds are you requesting removal of your personal data?

<p>The right to erasure is not absolute and only applies in certain circumstances. Please tick the box next to the reason why you are requesting erasure.</p>	
The personal data is no longer necessary for the purpose which you originally collected or processed it for	
I am withdrawing consent	
I object to the processing and OYT South has no overriding legitimate interest in the data	
OYT South collected the data unlawfully	
The data must be erased to comply with a legal obligation	

Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that OYT South may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject / Representative:.....Date:.....

Please return the completed form by post with supporting documents to:

The Data Protection Compliance Manager
OYT South
Unit 8
North Meadow
Weevil Lane
Gosport
PO12 1BP

Queries can be emailed to: office@oytsouth.org

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your Erasure Request):

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