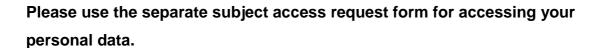
DATA PROTECTION RIGHTS REQUEST FORM

Complete this Form to make a request to:

- rectify an inaccurate record
- erase a record or to restrict processing
- object to processing
- request portable data
- cease automated decision-making and/or profiling



Guidance

- 1. Please give as much detail as possible to enable us to locate the record and consider your request.
- 2. Please supply proof of your identity. We require 2 forms of identity This should be a photocopy of your current passport and/or your birth certificate/driving licence or a recent utility bill.
- 3. If you are applying in relation to your child's personal data, and your child is over the age of 12, please supply proof of identity for yourself <u>AND</u> your child. In addition to this, please supply <u>written permission from your child</u>, to make this request.
- **4.** If you are applying on behalf of another person please provide a copy of their signed consent and/or power of attorney.
- **5.** Please send this form and accompanying documentation by email to: DPO@crawley.gov.uk or by letter to:

The Data Protection Officer Crawley Borough Council Town Hall The Boulevard Crawley RH10 1UZ



Data Subject details-the person whose personal data the request is about. Please provide aliases.

Surname:	Former surname:	
Forenames:		
Title:	Data of birth:	
Address:	Former address:	
Phone no.		
Email address:		
Requestor details if different from the above		
Full name:		
Address:		
Phone no.		
Email address:		

The data and where it is held

Description of data:		
Department/ office where personal data is held:		
What you want	Select	Reason for the request
us to do		
Rectify an		
inaccurate		
record		
Erase or restrict processing of		
the record		
4.10 100010.		
Stop the		
processing		
Provide portable		
data		
Cease automated		
decision-making		
and/or profiling		
-		

Signature...... Date.....