

UNIVERSITY OF HUDDERSFIELD

DATA PROTECTION LEGISLATION – RIGHT TO ERASURE REQUEST FORM

The circumstances where the University will consider your request for your data to be erased are as follows:

- The University no longer requires your personal data for contractual purposes;
- You wish to withdraw your consent where this was the legal basis for the collection of your personal data by the University;
- You believe that your reasons for objecting to the University continuing to process your personal data outweigh the University's interests for processing your personal data

Before you submit a request, we ask that you review the University's Retention Schedule and the Privacy Notice which applies to you.

It is not guaranteed that we can comply with your request. Your request will be reviewed carefully on receipt for this to be determined.

If you wish to make a request, please complete the below form and email it to data.protection@hud.ac.uk.

Upon receipt of your erasure request, the University will:

- Consider the reasons why you have submitted your request;
- Consider these against the reasons why we are storing your personal data;
- Determine whether the University may require your personal data in the future for any legal obligations or for the performance of a public interest task;
- Once all the information required to process your request has been received, provide a response to your request within one month

The University may also:

- Ask you for further information in order to validate or clarify your request where necessary

If a request for erasure is considered by the University to be manifestly unfounded or excessive, the University of Huddersfield reserve the right to apply a reasonable fee, or refuse to comply with the request in its entirety.

If you have any queries in regards to completing this form, please contact the University Data Protection Officer by emailing data.protection@hud.ac.uk.

Further information about Data Protection Legislation is available from The Information Commissioner's Office (ICO) at www.ico.org.uk.

Please complete in **BLOCK CAPITALS**

DATA SUBJECT DETAILS

Surname:	Forename/s:
Address:	
Previous name/s the University may hold:	
Telephone number:	
Email address:	

TO BE COMPLETED BY **STUDENTS** (CURRENT OR FORMER)

ID number:	
Name of course:	
Date started:	Date left:
Additional comments:	

TO BE COMPLETED BY **STAFF** (CURRENT OR FORMER)

Job title/s:	
Date started:	Date left:
Additional comments:	

DETAILS OF PERSONAL DATA FOR ERASURE

Please enter details of the personal data you wish us to erase:

Please provide details of where you think this data is held in the University:

REASON FOR REQUEST

Please tick below to indicate the reason/s why you are requesting the erasure of your data outlined above.

There is no longer a contractual reason why it is necessary for you to store my personal data	
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Please provide the reason/s why you believe there is no longer a contractual interest:	

I object to my data being processed, and there are no legal obligations present which outweigh my objections	
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Please provide the reason/s why you believe your objections outweigh our reasons for processing:	

I am withdrawing my consent for use of my personal data	
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PLEASE PROVIDE WITH THIS FORM:

PROOF OF IDENTITY (e.g. a copy of your passport or driving licence)

DECLARATION

I confirm that I have read and understand the terms of this erasure request, and I am making this request in the belief that I have a legitimate reason to do so.

I understand that the University of Huddersfield reserve the right to ask me for further information to validate or clarify my request, apply a reasonable fee, or refuse my request in its entirety.

Signed

Date