



Data Erasure Request

DAT003

Please complete all sections of this form and return along with copies of 2 proofs of identity to dataprotection@potteries.ac.uk, or hand in to reception at any of our Academy sites. Proof of identity will only be used to verify your request and will not be stored by The Potteries Educational Trust.

Section 1 – Details of the Data Subject (the individual whose data is to be ERASED)

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):		
Family Name:		
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):/...../.....	

Section 2 – Contact Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	

Please provide as much information as possible to assist us in responding to your request. Any previous names and addresses provided will help us to identify records relating to you, and to verify that we are providing information about the correct person. You will appreciate the importance of correctly identifying the data to be considered for erasure.

