

# **Data Erasure Request** DAT003

Please complete all sections of this form and return along with copies of 2 proofs of identity to <u>dataprotection@potteries.ac.uk</u>, 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 Mrs Miss Ms 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.

## Section 3 – Proof of the Data Subject's Identity

In order to prove the identity of the person that this request relates to, 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 providing.

# Please do not send an original passport, driving licence or identity card as we are unable to guarantee their safe receipt or return.

#### List A (copy of one from below) \* List B (copy of one from below) \*

Full birth certificate		Utility bill showing current home address	
Passport/Travel Document		Bank statement or Building Society Book	
Photo driving licence			
Foreign National Identity Card			
Child under 16 : Full birth certificate			
Child under 16 : Court Order(s)			

\* Any original documents you send to us will be returned by first class post.

### Section 4 – Details of Information to be Erased

Please use this space to give us any details about the information you are requesting is erased from our records and systems. Please provide as much detail as possible:

### Section 5 – 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 the Potteries Educational Trust may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant/	Date:
Representative:	Date.