

'RIGHT TO ERASURE' REQUEST FORM

You can use this form to make a request for the erasure of your personal data. You do not have to complete this form but it will make it easier for us to process your request quickly. Further information about the right to erasure can be found in our ['Data Protection and the right to erasure'](#) policy.

SECTION 1: Details of the person requesting erasure of their personal data (the 'data subject')

Full name:	
Address:	
Email address:	
Contact telephone number:	

SECTION 2: Are you the data subject?

- YES**, I am the data subject and I have enclosed a photocopy or scanned image of one of the following as proof of my identity: passport, photo driving licence, birth certificate, University of Sussex staff / student ID
- NO**, I am acting on behalf of the data subject. I have enclosed the data subject's written authority and a photocopy or scanned image of one of the following as proof of **their** identity: passport, photo driving licence, birth certificate, University of Sussex staff / student ID.

My details are as follows:

Full name:	
Address:	
Email address:	
Contact telephone number:	

SECTION 3: Basis for request

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 of your personal data.

- The personal data is no longer necessary for the purpose that you originally collected or processed it for

- I am withdrawing my consent to process my data
- I object to the processing and the University has no overriding legitimate interest in processing the data
- The University processed the data unlawfully
- The data must be erased to comply with a legal obligation
- The data has been used for direct marketing purposes and I object to that processing

The University may need to make enquiries or ask you for further information to establish whether the right to erasure applies.

SECTION 4: Details of personal data

Please tick one of the following:

- Please erase all personal data concerning me held by the University
- Please erase the following personal data concerning me:

Please specify:

SECTION 5: Declaration

I confirm that I am requesting that the University erase my personal data as identified in section 4. I understand that the personal data will no longer be available for use by the University and that I will not be able to request a copy of the personal data from the University once erased.

Signed:	
Print name:	
Dated:	

Please return this completed form to the Data Protection Officer, University of Sussex, Sussex House, Falmer, East Sussex, BN1 9RH or by email to dpo@sussex.ac.uk

We will respond to your request as promptly as possible and generally within one month of receipt of a valid request.