



RIGHT TO ERASURE REQUEST

Privacy Declaration

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Your Right to Erasure

The GDPR introduces a right for individuals to have personal data erased, this is also known as 'the right to be forgotten'. The right is not absolute and only applies in certain circumstances. Full details can be found in the Council's Privacy Notice.

Your Details

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Email address	
Date of birth	
National Insurance Number	

If you are making a request on behalf of someone else, you will also be required to provide their details and will need to provide evidence that you are entitled to make the request of their behalf. For example, if you are the subject's parent, we will need a copy of the long-form birth certificate that includes your name and address.

On most occasions, as a third party you will also need to provide a written authority from the data subject that includes their name, address and signature.

Data Subject Details (if different from above)

Surname	
First name	
Previous name(s) <i>if applicable</i>	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Date of birth	
National Insurance Number <i>(if applicable)</i>	
Details of Identification documents attached	

Request Details

When does the right to erasure apply?

Individuals have the right to have their personal data erased if:

- the personal data is no longer necessary for the purpose which it was originally collected or processed for;
- consent was the lawful basis for holding the data, and the consent is withdrawn;
- legitimate interests is the basis for processing, and the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
- the personal data is processed for direct marketing purposes and the individual objects to that processing;
- the personal data has been processed unlawfully (i.e. in breach of the lawfulness requirement of the 1st principle);
- to comply with a legal obligation; or
- personal data has been processed to offer information society services to a child.

The right to erasure will not apply under the following reasons:

- to exercise the right of freedom of expression and information; to comply with a legal obligation;
- for the performance of a task carried out in the public interest or in the exercise of official authority;
- for archiving purposes in the public interest, scientific research historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing; or
- for the establishment, exercise or defence of legal claims.

What is the reason for requesting erasure? Please tick the relevant boxes

I believe my personal data is no longer necessary for the purpose which it was originally collected or processed it for, and I am now requesting erasure	
I have withdrawn (or am withdrawing) my consent to my date being held, and I am now requesting erasure	
I object (or have objected) to my data being processed as I do not believe there is a legitimate interest for my data to continue being processed, and I am now requesting erasure of the data	
I object (or have objected) to the processing of my personal data for direct marketing purposes, and I am now requesting erasure of the data	
I believe my data has been processed unlawfully, and I am now requesting erasure of the data	
I believe there is a legal obligation for my data to be erased	
I believe my data has been sufficiently processed to offer information society services to a child (e.g. online shops, live or on-demand streaming services and companies providing access to communication networks, and I am now requesting erasure	
Other (uncommon) – please provide details	

Select the areas(s) from which you are requesting your data to be erased

Human Resources		Environmental Services	
Housing Benefits		Democratic Services	
Council Tax		Parking Services	
Housing Services		Other – please give details	

Please provide any further information that you wish us to consider as part of this request.

Evidence

You must provide evidence of your identity - we require photographic ID that includes your date of birth and signature such as a driving license, passport or ID card. If you are unable to provide such evidence, please contact us to discuss alternative options.

Failure to provide proof of identity will delay your request.

Declaration

I certify that the information given on this application form is correct. I understand that I will have to provide proof of my identity. I understand that the Council must confirm my/the Data Subject's identity, and that it may be necessary for the Council to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signature of applicant:	
Date:	
Relationship to Data Subject (<i>where applicable</i>)	

When complete, please return to

**Data Protection Officer
Town Hall,
St Nicholas Street,
Scarborough,
YO11 2HG**

Email: dataprotection@scarborough.gov.uk