

## DATA SUBJECT ERASURE REQUEST FORM

You should complete this form if you want us to process any personal data we hold about you.

Please note that you are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

You are entitled to receive this information under the EU General Data Protection Regulation (GDPR). We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond to your request promptly within one month of receiving your request or upon receipt of any further information we may ask you to provide to enable us to comply with your request (whichever is the latest).

However, if we consider your request to be complex, due to the size of data requested or the number of requests you have made, we may need an extension of time. If this is the case, we will notify you of the reason for delay within one month of receiving your request and shall process your request within two months from the date of receipt.

We reserve the right in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is deemed to be “manifestly unfounded or excessive”.

Where it is not possible to grant your request, we will notify you of the reason for taking no action. Under the GDPR you are entitled to make a complaint if you are dissatisfied with our decision. Where this is the case you can complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/> and/or seek redress through the courts.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

To ensure prompt management of your request please enclose the following documents to allow us to verify your identity:

- Evidence of your identity (see section 2)
- Evidence of the Data Subject's identity (if different from above)
- Authorisation from the Data Subject to act on their behalf (if applicable)

In order to protect personal data, we require proof of identity to ensure we are releasing data only to the correct person.

### **Please return the completed form and related annexes to:**

The Head of Data Protection,  
B4U Network Europe Ltd.,  
19 Heather Park Drive, Transputec House,  
Wembley, Middlesex HA0 1SS  
Email: [privacy@b4unetwork.com](mailto:privacy@b4unetwork.com)  
Telephone: 02087957171

## SECTION 1: Details of the person requesting information

Full name:	
Address:	
Email address:	
Telephone Number:	

## SECTION 2: Are you the Data Subject?

Please tick the appropriate box and follow the relevant instructions.

- NO:** I am acting on behalf of the Data Subject. I have enclosed the data subject's written authority, proof of the Data Subject's identity and proof of my own identity (see below). **(please go to section 3)**
- YES:** I am the Data Subject. I enclose proof of my identity (see below). **(please go directly to section 4)**

Please supply us with a photocopy or scanned image (do not send the originals) of one of the following:

- Passport
- Photo driving license
- National identity card

If there is any doubt about your identity, we reserve the right to contact you for additional information. If the additional information received is insufficient to remove doubt we may refuse to grant your request.

### SECTION 3: Details of the Data Subject (if different from section 1)

Full name:	
Address:	
Email address:	
Telephone Number:	

### SECTION 4: Grounds for erasure

Please note that you are entitled to request the deletion of personal data where any one of the following grounds applies. To facilitate prompt management of your request, please tick the relevant box (as appropriate)

- Data is no longer needed for the purpose it was collected
- Data has been processed unlawfully
- Erasure is necessary for compliance with national law or EU law
- Processing is based on consent and it has been withdrawn

Please note we may refuse your request if your personal data is processed for lawful reasons e.g. the exercise of defence of legal claims.

**SECTION 5: Details of erasure and instructions**

Please describe the information you are seeking to be removed and provide any relevant details you think will help us to identify such information. Where possible, you should include details why you believe the data is unlawful, inaccurate, or outdated (please complete the table)

Description:	Grounds for removal:

**SECTION 6: Notifications**

We will endeavour to inform any third parties where information has been disclosed, of your request to erase data unless this proves impossible or involves disproportionate effort. Please tick the box below, as appropriate.

- I wish to receive a list of recipients to whom my data has been disclosed

**SECTION 7: Declaration**

I confirm that I have read and understood the terms of this Data Subject Erasure Request form and certify that the information given in this application to B4U is true.

I understand that it is necessary for B4U to confirm my / the Data Subject’s identity and it may be necessary to obtain more detailed information to locate the personal data.

**Signature:** .....

**Date:**

Controlled copy is held in B4U system and office for our reference. Document is uncontrolled if printed. Please check validity before use.

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