

## Subject Erasure Request Form [SERSF1]

This form is available in a variety of languages and formats; please contact us if you require an alternative version.

You are entitled to have your personal data deleted. This right is provided under the Data Protection Act 2018; General Data Protection Regulations 2018. The right to be erased or “forgotten” is not an absolute right. In other words, it is at our discretion. A summary of your rights is provided in our privacy statement which is located on our website [www.Soha.co.uk](http://www.Soha.co.uk)

If you would like Soha to erase part or all of your personal data, please use this form. You are not obliged to complete this form to make a request but doing so will make it easier for us to reply quickly. The information you supply in this form will only be used for the purposes of processing your request.

We will aim:

- To provide you with a response within the 30 days allowed under the regulation or sooner.
- We routinely delete information in line with statutory regulations; if your personal information was deleted as part of this exercise, we will tell you.
- It may be possible to delete part of your personal information if we no longer need it in which case we will tell you.
- We may not be able to delete your information if it prevents us performing a contract with you in which case, we will tell you.
- We reserve the right to refuse or charge a fee, if by doing so it would take a “disproportionate effort”, and the request might be considered manifestly unfounded or excessive.

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## Identity

A data subject means the person whose information we hold. To ensure we are process the request for the right person we require proof of your identity and address.

Requester	Proof
<b>Data Subject</b>	A copy of either your photo driving licence, passport, national identity card, or birth certificate <u>plus</u> a copy of either a utility bill, bank statement, credit card statement, TV licence, local authority tax bill, or tax document within the last 3 months.
<b>Third Party</b>	Identification for the third party as above <u>plus</u> a signed letter of authorisation from the data subject allowing you to make the subject access request on their behalf.
<b>Under 16s</b>	A copy of either your passport, national identity card, or birth certificate <u>plus</u> a signed letter of support from your parent or legal guardian.

	Requester	Data Subject (if <u>not</u> requestor)
Full Name:		
Address:		
Telephone number:		
Email address:		
Please describe the information you are seeking to have deleted. If there is something specific you are concerned about let us know or if you can indicate when the information may have been recorded, this will assist us to help you. The more specific you can be in your request, the more it will help us to provide you with what you need.		
Time period of the information you require:		

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**Declaration**

I confirm that I have read and understood the terms of this subject erasure form and understand that it is necessary to confirm my / the data subject's identity and it may be necessary to obtain more detailed information to locate the correct personal data.

<b>Requester Name:</b>	
<b>Requester Signature:</b>	
<b>Date of Request:</b>	