**Erasing your information**

You have the right to ask for personal data to be erased, sometimes known as “the right to be forgotten”. This right only applies in certain circumstances.

The form below sets out the detail we will need in order to process your request but you do not have to complete this form if you would prefer to contact us in another way.

You can make this request verbally or in writing using the contact details below:

You can write to us at the address below:

Data Protection Officer

Blackdown House

Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

You can email us at dataprotection@eastdevon.gov.uk

You can phone us on 01395 517417

We will process your request within one month of receiving and validating it. In some cases, if the request is particularly complex, we may not be able to respond within one month and will then contact you to explain this and that we need more time. In any case your request will be dealt with within 3 months.

If we are not able to comply with your request we will explain the reasons for this.

If we agree to the erasure of your information we will inform any third party organisation with whom we have shared the information, where it is possible to do so. We will identify these third parties to you.

If you have any questions about your request or if you need help to complete this form, please call 01395 517417 or email dataprotection@eastdevon.gov.uk

**SECTION 1: Your details**

|  |  |
| --- | --- |
| **Title** | Mr Mrs Miss Ms Other (please state) |
| **First name** |  |
| **Last name** |  |
| **Maiden names** |  |
| **Other names you may be known by**  |  |
| **Date of birth** |  |
| **Your current address** |  |
| **Email address** |  |
| **Telephone/Mobile** |  |

**Requests from third parties**

If you are requesting the erasure of someone else’s information, you must enclose their written authority for you to act on their behalf. We may contact them directly to confirm that they understand the process and that they consent to you acting on their behalf.

**Requests about children**

If you are requesting the erasure of information about children in your care, we will require proof of parental responsibility or legal responsibility for that child. This could be in the form of a photocopy of the child’s birth or adoption certificate. If a child is aged 13 or over, and is capable of consenting to this request, they should do so. If this is not possible, please let us know.

**SECTION 2 – The information which needs to be erased**

Please tick below which of the following council service areas is holding personal data about you which you would like to be erased. Please be advised that we cannot erase information which is necessary for us to perform an ongoing legal or regulatory function.

|  |  |
| --- | --- |
| Housing benefit or Council Tax benefit claims  |  |
| Council Tax accounts  |  |
| Housing tenancy issues  |  |
| Employment with the Council  |  |
| Planning applications  |  |
| Homelessness applications/register  |  |
| Other – please specify below |  |

Please use the box below to outline to us what information you feel needs to be erased and why.

|  |
| --- |
|  |

We will contact you if we need further clarification or confirmation of identity.

**SECTION 3 – Using your information**

The information you provide on this form will be held securely by East Devon District Council and will be used to process your request. We may use your contact details to keep you informed about progress with your request or to seek clarification from you.

If we have shared your data with any third party organisation, we will inform them of your request for erasure.