

You are entitled to request the withdrawal of consent to the processing of personal data we hold about you where the legal basis for processing the data has been CONSENT under EU General Data Protection Regulation (GDPR), where we have no overarching legal reason to retain it.

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later - such as verification of your identity or clarification of the particular piece of information you're referring to.

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

## **SECTION 1: Details of the person requesting information**

Full name:

Address:

Contact telephone number:

Email address:

## **SECTION 2: Are you the data subject?**

Please tick the appropriate box and read the instructions which follow it.

- **YES:** I am the data subject. I enclose proof of my identity (see note below).

### **(Please go to Section 4)**

- **NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see note below).

### **(Please go to Section 3)**

## **PROOF OF IDENTITY**

To ensure we are withdrawing consent for the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

- 1) Proof of Identity - Passport, photo driver's license, birth certificate.
- 2) Proof of Address - Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

**SECTION 3: Details of the data subject (if different from section 1)**

Full name:

Address:

Contact telephone number:

Email address:

**SECTION 4: Reason for withdrawal of consent**

You do not have to give a reason to withdraw consent, but it would help us to improve how we do business if we understand why you have decided to withdraw consent.

SECTION 5: What information do you wish to withdraw your consent from us processing?  
Please describe the information/process you wish to withdraw your consent from us processing. Please provide any relevant details you think will help us to identify the information. Providing the URL for each link or location of the data you wish to be removed would be helpful. Also, please explain, if it is not abundantly clear, why the linked page or location of the data is about you or the person you are representing on this form.

**SECTION 6: Declaration**

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to \_\_\_\_\_ is true. I understand that it is necessary for \_\_\_\_\_ to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** ..... **Date:**.....

**Documents which **must** accompany this application:**

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorization from the data subject to act on their behalf (if applicable)
- Justification for restriction of processing of data (see section 4)