**EDINBURGH NAPIER UNIVERSITY**

|  |
| --- |
| **DATA PROTECTION LEGISLATION: DATA SUBJECT ERASURE REQUEST** |

The information you supply on this form will be held by Edinburgh Napier University in accordance with current Data Protection legislation: the EU General Data Protection Regulation (GDPR)(Regulation (EU) 2016/679) and UK Data Protection Act 2018 (DPA 18). The information will be entered into a filing system and will only be accessed by authorised persons of Edinburgh Napier University or its agents. The information will be retained by the University and will be used: (a) to process your Data Subject Erasure Request and (b) for statistical and audit purposes.

We ask you to complete this form to enable us to find the relevant information in order to make a decision about erasure. If there is specific information that you require to be deleted, please provide us with the details to enable us to ensure that we locate that information first and foremost. Depending on the relationship you have/have had with the University, if you request the deletion of general and wide ranging information, rather than specific information, and this request is found to be excessive or manifestly unfounded the University may charge a fee, require additional time to process this (up to an additional 2 months) or refuse the request. Please help us to help you.

Please refer to the guidance below before making your request.

Under Article 17 of the GDPR **EU citizens** have the right to request the erasure of their personal data. This is also known as the ‘right to be forgotten’. ***The right is not absolute and only applies in certain circumstances.*** The Information Commissioner’s (ICO) guidance refers: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/>

The University can refuse to delete personal data where processing is necessary:

1. For exercising the right of freedom of expression and information
2. For compliance with a legal obligation or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (University)
3. For reasons of public interest in the area of public health
4. For archiving purposes in the public interest, scientific or historical research purposes where the erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing
5. For the establishment, exercise or defence of legal claims

We ask you to provide a copy of your identity document and proof of address to ensure the request is genuine and lawful.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | | |
| **Full name**  (Block capitals) | |  | | | | | |
| **Student / Staff number**  (If applicable) | |  | | **Date of birth** | | |  |
| **Address** (current) | | | | **Address** (last known by university) | | | |
|  | | | |  | | | |
| **Email address** | | | |  | | | |
| **Nature of your relationship with the University** | | | |  | | | |
| **Date range of your relationship with the University (start and end of relationship)** | | | | **DD/MM/YYYY to DD/MM/YYYY or approximate dates** | | | |
| **2) REQUESTOR DETAILS**  **If you are a third party acting on behalf of a data subject** | | | | | | | |
| **If you are not the data subject, you must supply an original letter of authority (dated within the last month) or a certified copy of any legal document giving you the authority to act on the data subject’s behalf (e.g. power of attorney)** | | | | | | | |
| **Full Name** | | |  | | | | |
| **Address** | | |  | | | | |
| **Email address** | | |  | | | | |
| 1. **DATA LOCATIONS** | | | | | | | |
| **Please indicate the service areas you have interacted with, if known:** | | | | | | | |
| **Student Recruitment** | | | | **Information Services** | | | |
| **Student Wellbeing & Inclusion** | | | | **Finance Services** | | | |
| **School Support Service** | | | | **Governance & Compliance** | | | |
| **Human Resources & Development** | | | | **Property & Facilities** | | | |
| **International Operations** | | | | **Appeals, complaints and conduct** | | | |
| **School:** (Please specify which School) | | | | | | | |
| **Other** (Please specify): | | | | | | | |
| **Not known** (if not known, please tell us why/how you supplied your personal data to the University? Were you making enquiries about a course, etc.? Did you apply to study at the University? Were you a student? Did you enquire about or apply for a job? etc.) | | | | | | | |
| **FURTHER INFORMATION**  **Please provide any further information that will help the University to identify all your relevant personal data and where it is held:** | | | | | | | |
|  | | | | | | | |
| 1. **REASONS FOR REQUEST** | | | | | | | |
| **Data Protection legislation requires certain conditions are met before a request can be considered. Please provide the reason for the erasure request and attach any supporting documents/evidence. Please indicate/detail as appropriate below** | | | | | | | |
| **Reasons** | | | | **Detail** | | | |
| The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed | | | |  | | | |
| You/the data subject withdraw/s consent to the processing, if consent was the legal basis for processing, and there is no other legal grounds for processing | | | |  | | | |
| You/the data subject object/s to the processing of personal data as provided for in Article 21, and there are no overriding legitimate grounds for processing | | | |  | | | |
| The personal data has been unlawfully processed | | | |  | | | |
| The personal data have to be erased for compliance with a legal obligation | | | |  | | | |
| The personal data was processed in relation to the offer of information society services to a child | | | |  | | | |
| Other | | | |  | | | |
| DECLARATION **I certify that the information given on this form is true to the best of my knowledge and belief. I understand that:**   * **it is necessary for the University to confirm my identity and that I may be asked to provide more detailed information to assist in locating my data** * **my request is only relevant to data relating to myself, not that of other individuals** * **to ensure compliance with my request, all the departments/individuals I have indicated in the data locations will receive details of my request so that they may search for relevant data**   **I have read the guidance included and enclose proof of my identity and address with this request. \*** | | | | | | | |
| **Signed** |  | | | | **Date** |  | |
| \*Please note this request can only be considered after the required documentation and proof of identity have been received. | | | | | | | |

Please return your completed form to:

Information Governance Manager

Edinburgh Napier University

Room 5 B.18

Sighthill Campus

Edinburgh

EH11 4BN

[dataprotection@napier.ac.uk](mailto:dataprotection@napier.ac.uk)

With the following:

1. Supporting evidence for sections 2 and/or 4, as appropriate
2. Evidence of your identity and proof of address
3. SAE for return of proof of identity where appropriate (please don’t send originals)

|  |  |
| --- | --- |
| **For office use only** |  |
| Date form, identity & proof of address received |  |
| 1 month response date |  |

Governance and Compliance Services/revised Feb 2019