**Right to Erasure (RTE)**

You are entitled to request that information we have about you be erased under the GDPR 2018 regulations, this is also known as the ‘right to be forgotten’. This form is for any person who wishes to apply for an RTE on personal data held by Wessex Archaeology. Please read the guidance note below to help you fill in the form correctly.

The right to have personal data erased is not absolute and only applies in certain circumstances (see Article 17 of the GDPR for full details). In brief this right only applies if:

* The personal data is no longer necessary for the purpose it was originally collected or processed;
* Consent was the lawful basis for holding the data, and the individual withdraws their consent;
* Legitimate interests were the basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
* The personal data is processed for direct marketing purposes and the individual objects to that processing;
* The personal data has been processed unlawfully (i.e. in breach of the lawfulness requirement of the 1st principle);
* It is to comply with a legal obligation;
* The personal data to offer information society services to a child.

Your request will be processed within 30 calendar days upon receipt of an RTE and proof of identity

**We can refuse to comply with a request for erasure if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If a request is manifestly unfounded or excessive we will charge a "reasonable fee" to deal with the request or refuse to deal with the request. In the event of the above we will inform you and the reason for our refusal.**

**NOTE: This is not a mandatory form – RTE requests made in other formats will also be accepted but this form is designed to speed up the process.**

* **Section A** – please fill in full your name and address – we will ask you to provide proof of identity to confirm that you are the person asking for the information. This must be photo identification.

1. **Your details**

|  |  |
| --- | --- |
| Full Name of Applicant: |  |
| Signature  I certify that the information on this application form is true. I understand that it is necessary for Wessex Archaeology to confirm my identity to be able to locate the correct personal data. |  |
| Address |  |
| Date |  |

Please return this completed form to [info@wessexarch.co.uk](mailto:info@wessexarch.co.uk)

Documents which must accompany this document

* Evidence of your identity – photographic *this will be deleted after the request has been processed and accepted and the case is closed*

General Notes

We will acknowledge receipt of your application, this might be in an email or in writing you will be provided with a reference number to refer to.

1. **Our information – please do not fill in this section of the form**

|  |  |
| --- | --- |
| **Reference Number** |  |

|  |  |
| --- | --- |
| Date received |  |
| Date information returned |  |
| Does it relate to personal data? |  |
| Is the person entitled to view the data? |  |
| Is it work related data or the intellectual property of the organisation? |  |
| Is the request unfounded or excessive? |  |