**Right to Data Portability (RTDP)**

You are entitled to request that information we have about you transferred to you so can reuse your personal data under the GDPR 2018 regulations. This form is for any person who wishes to apply for the right to data portability of their personal data held by Wessex Archaeology. Please read the guidance notes below to help you fill in the form correctly.

The purpose of Data Portability is to allow you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability.

This right gives you the right to receive personal data you have provided to us in a structured, commonly used and machine-readable format. It also gives you the right to request that a we transmit this data directly to another controller. This right only applies when

* The lawful basis for processing the information is consent **or** for the performance of a contract
* We are carrying out the processing by automated means (i.e. excluding paper files).

*The right to data portability only applies to personal data. This means that it does not apply to genuinely anonymous data. However, pseudonymous data that can be clearly linked back to you is within scope of the right.*

**We are not responsible for any subsequent processing carried out by you or any other organisation. We are solely responsible for the transmission of the data and will take appropriate measures to ensure that it is transmitted securely and to the right destination.**

Your request will be processed within 30 calendar days upon receipt of an RTDP 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 – RTR 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. |  |
| 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? |  |