

# Request for data correction, erasure, processing restriction, or objection to processing

The EU General Data Protection Regulation (Regulation (EU) 2016/679) (**GDPR**) grants you the right to object to the processing of your personal information by Chrysalis Group, and its subsidiaries, or to request erasure of, correction to, or the restriction of processing certain personal data subject to limited exceptions. We require that you submit this request via email to **companysecretary@chrysalisgroupservices.co.uk**. We will then seek to authenticate your identity.

For information on whether Chrysalis Group processes your personal data for the above purposes and to learn about your rights under the **GDPR**, see our Privacy Notice available on our website.

We expect to respond to your request within 28 days of receipt of a fully completed form and proof of identity.

## **I. Data Subject name and Contact Information**

**Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section III.**

We will only use the information you provide on this form to identify you and the personal data associated with your processing restriction request, and to respond to your request.

<b>First and last name:</b>	
<b>Any other names that you have been known by (including nicknames):</b>	
<b>Home address:</b>	
<b>Date of birth:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>If you are a current or former employee of any the companies within Chrysalis Group, please specify which company and your approximate dates of employment:</b>	

## **II. Proof of Data Subject's Identity**

We require proof of your identity before we can respond to your processing restriction request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's licence, national identification number card, or birth or adoption certificate. If you have changed your name, please provide the relevant documents evidencing the change.

We may request additional information from you to help confirm your identity and your right to restrict processing. We reserve the right to refuse to act on your request if we are unable to identify you.

## **III. Requests Made on a Data Subject's Behalf**

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

<b>First and last name:</b>	
<b>Home address:</b>	
<b>Date of birth:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

We accept a photocopy or a scanned image of one of the following as proof of your identity: passport or photo identification such as a driver's licence, national identification number card, or birth or adoption certificate. If you do not have any of these forms of identification available, please contact the [companysecretary@chrysalisgroupservices.co.uk](mailto:companysecretary@chrysalisgroupservices.co.uk) for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's licence, national identification number card, or birth or adoption certificate. If the data subject's name has changed, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject, or a certified copy of a Power of Attorney.

We may request additional information from you to help confirm your or the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

#### **IV Detail of request**

Given the sensitive nature of erasing, modifying, or restricting personal data, GDPR Article 17(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased, modified, or restricted and please attach any justifying documents to this one.

Please tick the appropriate box:

- You feel your personal data is no longer necessary for the purposes for which we originally collected it.
- You no longer consent to our processing of your personal data.
- You object to our processing of your personal data as is your right under Article 21 of the GDPR.
- You feel your personal data has been unlawfully processed.
- You contest the accuracy of the personal data we process about you.
- You feel we are subject to a legal obligation of the EU or Member State that requires the erasure of your personal data.
- You are a child, you represent a child, or you were a child at the time of the data processing, and you feel your personal data was used to offer you information society services.

If you object to processing that we perform under Articles 6(1)(e) or 6(1)(f), we will restrict the challenged processing activity pending verification of whether Chrysalis Group or third party's legitimate interests override your interests.

To help us process your request quickly and efficiently, please provide as much detail about the personal data you are requesting us to amend, erase, or restrict the processing of and the above ground or grounds you are relying on for your processing restriction request:

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request a processing restriction for "all information about me"). We will begin processing your restriction request as soon as we have verified your identity and have all of the information we need to locate your personal data.

Applicable law may allow or require us to refuse to act on your request, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot comply with your processing restriction request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Please note that. In certain circumstances, where a request would adversely affect the freedom of expression, contradict a legal obligation, act against the public interest in the area of public health, act against the public interest in the area of

scientific or historical research, or prohibit the establishment of a legal defence or exercise of other legal claims, we may not be able to carry out your requested in accordance with article 17(3) of the GDPR. In such cases you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to carry out your request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive.” However, we will make every effort to provide you with the erasure of your personal data if suitable.

**V. Signature and Acknowledgment**

I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) **Chrysalis Group** must confirm proof of identity and may need to contact me again for further information; and (2) my request will not be valid until **Chrysalis Group** receives all of the required information to process the request.

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Signature

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Date

**VI. Authorised Person Signature**

I, \_\_\_\_\_, confirm that I am authorised to act on behalf of the data subject. I understand that **Chrysalis Group** must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

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Signature

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Date

## Related Documents

CP06	Data Subject Access Request Procedure
CR08	Data Register
CM01	Information Governance & Record Keeping Policy – Data Protection Policy
CM17	Data Privacy Policy
CF02	Data Subject Access Request Form