

A17 Personal Data Erasure Request



This form is for any person who wishes to request the erasure of personal data held by Harborough District Council. Please read the A17 Erasure Request Guidance Notes below before completing this form. A separate form should be completed for each individual.

NOTE: This is not a mandatory form – A17 Erasure Requests made in other formats will also be accepted but this form is designed to assist the process and establish your identity.

A17 Erasure Request Guidance

Please read before filling in the A17 Erasure Request Form

Which sections should I complete?

Sections 1, 2, 3, (4:N/A) and 6 should be completed for all applications.

Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration. This form is designed to assist the process of locating your data and as a consequence, may speed the process up; but it is not mandatory, all A17 Erasure Requests made in other formats will also be processed.

What information will help with the processing of my A17 Erasure request?

Identification of relevant records will be easier if you can provide any references issued by Harborough District Council (HDC) relating to any relevant communications you may have had with the Council.

If you cannot provide us with satisfactory proof of identity, your request may be rejected.

What information does Harborough District Council hold?

HDC holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about e.g. applications for planning, housing or benefits assistance etc. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

How long will it take to locate and erase my data?

Once we are satisfied that your identity can be verified to the data controller's satisfaction, you should receive a response within one calendar month from the date of receipt (unless further information is reasonably required.)

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General Notes:

Your request will be acknowledged in writing or by email upon successful acceptance of your request. You will be issued with a unique reference number in case you need to contact us.

Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 5?
- Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- Have you signed the declaration in Section 5?
- Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form, proof of identity to:

Information & Complaints Team
Harborough District Council
The Symington Building
Adam and Eve Street
Market Harborough
Leicestershire
LE16 7AG

The Data Protection Officer can be contacted via:

Email: FOI@harborough.gov.uk

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Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Family Name:	
Previous Family Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):/...../..... Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:	
Please give details of any other known reference numbers issued by HDC	Other references: State context:
Additional Information

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	

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Section 3 – Proof of the applicant's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)

List B (plus one original from below) *

Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by HDC	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Child under 16 : Full birth certificate	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

* We will try to return any original documents you send to us by first class post.

Section 4 – N/A

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Harborough District Council may need to obtain further information from me/my representative in order to comply with this request.

Please sign and date below.	
Signature of Applicant:	Date:

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Section 6 – Representative Details

(If completed HDC will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Section 7 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)

List B (plus one original from below)

Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by HDC	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make an A17 Erasure Request on my behalf under the relevant data protection legislation.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

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As this form has been submitted as a request for the erasure of personal data, it will be retained as auditable proof that a request has been received and actioned in accordance with the prevailing data protection law in force at the time of the request. No data will be used for any other purpose.

Once the erasure request has been actioned, your form will be redacted for all personal data other than your name and stored against the relevant request file within the Council's Document Management System. The request form and any related documentation will be deleted following the expiration of 3 years from date of request.

Office Use Only

Identity of the applicant/representative verified to the Authority's satisfaction?: YES / NO	
Officer's Signature:	Date:
Notes/Observations:	