

# SBSU Data Erasure Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to erasure of any data/information we hold about you (also known as the right to be forgotten) or to authorise someone to act on your behalf. Please complete this form if you wish to rectify your data. You may also need to provide proof of your identity. Your request will be processed and responded to within 30 calendar days upon receipt of a fully completed form and proof of identity.

## Proof of identity

In certain circumstances we may require proof of your identity before we can amend personal data. The Data Protection Officer will advise if proof of identity is required. If you have changed your name, please supply relevant documents evidencing the change.

## Administration fee

SBSU's policy is not to charge for rectification requests. However, if a request is manifestly unfounded or excessive, particularly if it is repetitive, we may charge a reasonable administrative fee to cover processing costs.

If a fee applies, we will notify you in advance. The 30-day response period will pause until payment is received and will resume once paid.

## Section 1: Data Subject

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

<b>Title</b>	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ]
<b>Surname/Last Name</b>	
<b>First Name(s)</b>	
<b>Date of Birth</b>	
<b>Address</b>	

<b>Post Code</b>	
<b>Email Address</b>	
<b>Day Time Telephone Number(s)</b>	

### Identification

I am enclosing the following copies as proof of identity:

Birth Certificate		Driving Licence		Passport		Official letter to my address	
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### Data Erasure Choice

You may choose to have some, or all, of the data that we about you hold erased. You need to be aware that by choosing to erase data that South Bank Students' Union holds we may be forced to restrict services as we are required to process certain data to deliver these services.

[ ] Tick this box for **full data erasure** and agree to the statement below:

I would like to request a full erasure of all data that South Bank Students' Union (SBSU) holds about me. I understand that full erasure will result in the complete revocation of Students' Union membership and access to facilities and services. In addition, I agree that SBSU may retain a record of my Student ID number issued by London Southbank University to ensure that SBSU does not process any data linked with this record. Further, I agree to SBSU informing London South Bank University, who supply core information to SBSU to facilitate our membership, that I have by default chosen to opt-out of membership of SBSU.

[ ] Tick this box for **partial data erasure** and agree to the statement below:

I would like to request a partial erasure of all data that South Bank Students' Union (SBSU) holds about me. I understand that this erasure may result in the partial or complete revocation of LSBU membership, and access to facilities and services. The Data Protection Officer will advise of loss of service prior to erasure. In addition, I agree that SBSU may retain a record of my Student ID number issued by London South Bank University and to ensure that SBSU does not process any data linked with this record.

Further, I agree to SBSU informing London South Bank University, who supply core information to SBSU to facilitate our membership, that if through my partial erasure of data, my membership of the SBSU can no longer be facilitated, that I have opt-ed out in order that no further data about me is shared between LSBU and SBSU.

Please detail below the data that you wish to be partially erased:

#### **Identification of data**

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.

#### **Details**

#### **Reason for erasure**

South Bank Students' Union will not unreasonably prevent erasure of data however requires an appropriate reason to make such amendments. Please detail below the reason for requiring the data erasure.

<b>Details</b>
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## Section 2: Representation

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e., the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

<b>Title</b>	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ]
<b>Surname/Last Name</b>	
<b>First Name(s)</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Post Code</b>	
<b>Day Time Telephone Number (s)</b>	

## Identification

I am enclosing the following copies as proof of identity:

Birth Certificate		Driving Licence		Passport		Official letter to my address	
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### Relationship to the data subject

Please describe below your relationship to the data subject (e.g., parent, carer, legal representative):

### Authorisation

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

☐ Letter of authority

☐ Lasting or enduring power of attorney

☐ Evidence of parental responsibility

☐ Other \_\_\_\_\_

## Section 3: Declarations

### Data Subject Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that South Bank Students' Union is obliged to confirm proof of identity/authority, and it may be necessary to obtain further information to comply with this subject access request.

<b>Name</b>	
<b>Signature</b>	

<b>Date</b>	
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**OR** (*if applicable*)

### **Authorised Declaration**

I confirm that I am legally authorised to act on behalf of the data subject. I understand that SBSU is obliged to confirm proof of identity/authority, and it may be necessary to obtain further information to comply with this subject access request.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.**

### **Section 4: Actions**

Please complete this form electronically and email it to: [data-protection@lsbsu.org](mailto:data-protection@lsbsu.org).

Alternatively, you can post your completed form and proof of identity to:

Data Protection Officer  
 South Bank Students' Union Ltd  
 103 Borough Road  
 London  
 SE1 0AA