

SBSU Data Restriction and Objection Request

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to object to, and restrict, the processing 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 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 restriction and objection 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.

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

Post Code	
Email Address	
Day Time Telephone Number(s)	

Processing Objection

Please give further details of the objection here, including:

- if you know in which capacity the information is being held
- 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.

Data details

Detail of objection

Processing Restrictions

Please give further details of your processing restriction request here, including:

- if you know in which capacity the information is being held
- 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.

Data details

Detail of restriction request

Reason for objection or restriction

South Bank Students' Union will not unreasonably prevent restriction or objection to the processing of data, however, requires an appropriate reason to make such amendments. Please detail below the reason for requiring the data rectification.

Details

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.

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

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.

Name	
Signature	
Date	

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.

Name	
Signature	
Date	

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.

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