

# Application to delete personal information

## Personal data erasure request

WWW.SOMERSET.GOV.UK



Under the Data Protection Act 2018, you are entitled to ask the Council to erase any personal information it holds about you. This is known as the “Right of Erasure of Personal Data”. The Council will only erase information where this does not impact upon its statutory duties. In these cases the Council will add a note to the record indicating your concerns.

You have the right to ask for your own information to be erased and may also be entitled to ask for another person’s information to be erased, if you have the legal right to do so. Please fill in this form, providing as much information as possible.

If you want to request erasure of your own personal information, fill in section 1. If you want to erase someone else’s information, please fill in both sections 1 and 2.

### 1. Your personal details:

<b>Name:</b>	<b>Date of birth (dd/mm/yyyy):</b>
<b>Your address:</b>	
<b>Your postcode:</b>	
<b>Daytime phone number:</b>	
<b>Landline:</b>	<b>Mobile:</b>
<b>Email address:</b>	

Signature..... Date...../...../.....

If you are requesting erasure on behalf of someone else please complete their details here.

### 2. Personal details of the person I am requesting erasure for:

<b>Name:</b>	<b>Date of birth (dd/mm/yyyy):</b>
<b>Their address:</b>	
<b>Their postcode:</b>	

I confirm I am acting on behalf of this person and have submitted proof of my authority to do so

Signature..... Date.....

### 3. Proof of identity

The Data Protection Act (2018) asks that Somerset County Council, as data controller, ensures this enquiry is genuine and from an authorised person. Therefore, please enclose copies of at least two proofs of identity; one of these needs to be a driving licence or a passport, along with a recent (not less than three months old) utility bill or equivalent (a document detailing your current name and address).

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself, as well as documented authority to act on the data subject's behalf.

**Failure to provide these documents with your application will mean that your request will be refused**

### 4. Information required

Please provide below a description of the information you would like to be erased and any relevant dates. Please include any known reference numbers or contacts in the Council

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### 5. Returning this form

After you have filled in the application form, please check to make sure all the information you have provided is accurate and all required documents are enclosed. Please return the application form to:

Email: [sar@somerset.gov.uk](mailto:sar@somerset.gov.uk)

Or send to

Disclosure Team  
Information Governance, Somerset County Council, County Hall, Taunton,  
Somerset, TA1 4DY

### Notification regarding the processing of any personal data supplied on this form

**Data Controller** – Somerset County Council,

**Data Protection Officer contact** - [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – to process your request for the Erasure of personal information,

**Legal basis for processing** – By law – Data Protection Act (2018) and Legitimate Interests – Audit, enquiries and complaints

**Data Sharing** – your information will be shared with the service provider / area to this request

**Transfers abroad** – this data will not be transferred abroad unless requested by you

**Data Retention** – this data will be retained for a period of 2 years. The outcome will be stored on your record for the period of time required by legislation for that service

**Your Rights** – You also have, the right to request or rectify your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to consider erasing / deleting the personal information you are referring to.

**For more information** on your information rights please go to [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)