

## Individual Rights Request Form

Please return the completed form and proof of identity to [dataprotection@walbrook.ac.uk](mailto:dataprotection@walbrook.ac.uk).

Or by post to: Data Protection Co-ordinator, Walbrook Institute London, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ

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### Section 1 – YOUR DETAILS

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Are you the Data Subject? (The individual who is the subject of the required information) YES NO

If you are the Data Subject please supply photocopied evidence of your identity e.g. a photocopy of your passport or driving licence.

If you are acting on the behalf of the Data Subject, please provide evidence of the data subject's authorisation for you to act on their behalf and provide a photocopy of their passport or driving licence.

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### Section 2 – PERSONAL DETAILS

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LIBF Number

Title (Mr/Mrs/Ms etc)

First name(s)/Given name(s)

Last name

Previous name (Please provide any previous names you have used that would help us link this registration to any other records we may hold for you)

Data of birth

Gender

Preferred email address

Telephone/mobile number

Home address

Postcode

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### Section 3 – YOUR REQUEST

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This request refers to my right:

To be informed

To erasure

Of access

To restrict processing

To data portability

To object

To rectification

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## Section 4 – REASON FOR REQUEST and SUPPORTING STATEMENT

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Please supply the reason for your request and other relevant information (e.g. if you are requesting your personal data, please supply which information you would like) Section 5 – DECLARATION

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I declare that the information given on this form is correct to the best of my knowledge. I understand that it is necessary for Walbrook Institute London Limited to confirm my / the Data Subject's identity and that it might be necessary to obtain more detailed information from me in order to locate the correct information.

Signature

Date

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Further details on how we use your information can be found within the Privacy Notice on our website <https://www.walbrook.ac.uk/about-us/policies-and-regulations/policies/data-protection-privacy-cookie-policy/>.

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Or by post to:

Data Protection Co-ordinator

Walbrook Institute London

4-9 Burgate Lane

Canterbury Kent

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For any related enquiries please contact the Data Protection Co-ordinator at the address or email above or telephone 01227 818609.