

## Deletion of Data Request

Please make sure you:

- complete the form in block capitals and black ink
- complete all sections

The information requested below is to help us to confirm your identity and locate any data held about you.

### SECTION 1 – About you

Surname/Family Name:.....Title: .....

Forename(s):.....

Maiden/Former or other Names.....

Current address:.....

.....

.....Postcode:.....

Date of birth:.....

**Should we need to contact you regarding your request, please specify which contact method you would prefer by using the tick boxes.**

Contact Telephone Number:.....

Email Address:.....

**\*\*Your telephone number and email address will only be used to contact you regarding your request.**

**SECTION 2 – Information to be deleted**

Please advise us of the personal data that you wish to be deleted and the reasons why.

Full Deletion  Partial Deletion

Please Specify.....  
.....  
.....  
.....

**SECTION 3 – Proof of your identity**

Before we can proceed with your request we must establish your identity. Please include with your application an original piece of documentation which will verify your address. This can include documents such as a utility bill. This must be no more than 3 months old to prove your current address details.

Please specify below the exact document you have sent with your application:

**Document** .....

**Please note - Scanned/Photocopy documents will be accepted.**

**Once your identity has been validated these documents will be destroyed.**

**SECTION 4 – Declaration (to be signed by applicant)**

Signed.....

Print Name.....

Date.....

Warning – A person who impersonates another or attempts to impersonate another may be guilty of a criminal offence.

**Thank you for taking the time to complete the form in full.**

**Submission of form and advice**

When completed, please return your application form together with your identity document by email to [gdpr@lsec.ac.uk](mailto:gdpr@lsec.ac.uk) or via post

The Data Protection Officer  
London South East Colleges and London South East Academies Trust  
Rookery Lane  
Bromley BR2 8HE  
Kent

If you need any assistance to complete the form, or any information relating to your deletion request, please contact the Group DPO at [gdpr@lsec.ac.uk](mailto:gdpr@lsec.ac.uk)

**FOR OFFICAL USE ONLY**

To be completed by Data Protection Team receiving Data Request.

Check that the form has been completed is legible and you are satisfied with the applicants' identity. The complete the form below accordingly.

Date request received.....

Clarification required Y/N... Date correspondence issued.....

Application and Identity document checked? Yes/No

Identity document provided .....

Database completed? Yes/No

Deletion Approved? Yes/No

If no state rejection reason.....

.....

Deletion date confirmation.....

Decision Letter issued to requestor Yes/No

Date.....

Print name of person completing.....

Signature.....