**A picture containing logo

Description automatically generatedData Subject Rights Request Form**

This document should be used for any rights requests.

**Please note**: A reasonable fee *may apply* for some requests. Please see our Rights Request process for further details.

**1. Personal Details – Data Subject**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Mr | Mrs | Miss | | Ms | Other  (please specify) | |
| **Surname** |  | | | | | | |
| **First Name(s)** |  | | | | | | |
| **Current address** |  | | | | | | |
| **Phone number** | **Home:** |  | | | | | |
| **Work:** |  | | | | | |
| **Mobile:** |  | | | | | |
| **Email address** |  | | | **Date of birth** | | |  |
| **Form of ID**  A form of ID from each column needs to be provided. | ID 1 | | | | ID 2 | | |
| Passport | | | | Utility Bill | | |
| Driving Licence | | | | Bank Statement | | |
| Birth Certificate | | | | Rent book (last 3 months) | | |
|  | | | | Current vehicle registration (v5c) | | |
| **Type of request**  Select one or more of the requests.  **Please note:** If this is a request to erase data, it must be the only ticked box on this form. | Rectification of Data | | | | | | |
| Erasure / Right to be forgotten | | | | | | |
| Restrict processing of Data | | | | | | |
| Objection to processing | | | | | | |
| Data portability | | | | | | |
| Data subject access request | | | | | | |

**2. Request details**

|  |
| --- |
| **Please state what the data you are requesting refers to. Please give as much information as possible, for example, how you provided the data, where it was submitted and the reason for giving us this information.** |
|  |
| **Please state the reason for your request** |
|  |

**3. Personal Details – Data requester**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you acting on behalf of the data subject with their written or other legal authority?** | Yes (Please give details below) | | | No | | | | |
| *Example – letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.* | | | | | | | |
| **Please give details of your relationship with the data subject** |  | | | | | | | |
| **Title** | Mr | Mrs | Miss | | | Ms | Other  (please specify) | |
| **Surname** |  | | | | | | | |
| **First Name(s)** |  | | | | | | | |
| **Current address** |  | | | | | | | |
| **Phone number** | **Home:** |  | | | | | | |
| **Work:** |  | | | | | | |
| **Mobile:** |  | | | | | | |
| **Email address** |  | | | | **Date of birth** | | |  |

|  |
| --- |
| **Additional information** |
|  |

**4. Declaration**

|  |  |
| --- | --- |
| **Declaration – request made by the data subject** | |
| I, …………………………………………………………………………………, the undersigned and the person identified in section 1 of this form, hereby request that **Property Price Advice** process my request. | |
| Signature: | Date: |
| **Declaration – request NOT made by the data subject** | |
| I, …………………………………………………………………………………, the undersigned and the person identified in section 3 of this form, hereby request that **Property Price Advice** process the request for the data subject identified in section 1 of this form. | |
| Signature: | Date: |

This form, the required proof of identification and authority should be sent securely to:

Data Protection Manager (DPM)

Grosvenor House, Melton Road, Oakham, Rutland, LE15 6AX

Alternatively, you can email this form and required paperwork to [dataprotection@propertypriceadvice.co.uk](mailto:dataprotection@propertypriceadvice.co.uk)

On receipt of your form and documents, we will acknowledge the request by return and fulfil the request under the requirements of Data Protection Legislation. As we will need original documents to confirm your ID, we would recommend that you send them through a secure postal method. We will return them securely and will not keep copies once we have validated your information.

We will need to retain your request for a period of 12 months.