

Right to be Forgotten / To Erasure REQUEST FORM

Please read the attached guidance before completing the form and submitting your request.

Under the [EU General Data Protection Regulation \(GDPR\)](#), you have the right to be forgotten. If you wish, we will remove your contact info from the system and will not contact you again.

You may opt out of receiving information at any time by filling out the details in this form. Please read the Guide on the next page, then print, complete, sign and send the form to Options Skills. **Options Skills will erase personal data within 5 working days.**

Personal Details

You are entitled to receive the personal information we hold about you. Submit your request by filling the information below.

First Name	
Last Name	
Telephone Number	
Email	
Address	
Country	

Requestor Details

If you are a third party acting on behalf of a data subject

If you are not the data subject, you must supply an original letter of authority (dated within the last 3 months) or a certified copy of any legal document giving you the authority to act on the data subject's behalf (e.g. power of attorney). Submit the request by filling the information below.

First Name	
Last Name	
Telephone Number	
Email	
Company Name	
Address	
Country	

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Declaration

The information that I have supplied in this form is correct and true. I understand that Options Skills may need to contact me for more information to confirm my / the data subject's identity and to respond to my request.

Signature	Date (Year/Month/Day)
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Guide to Right to be Forgotten

Under the EU General Data Protection Regulation (GDPR), **the data subject shall have the right to obtain from the controller, Options Skills, the erasure of his or her personal data without undue delay**, and the controller has the obligation to erase the personal data without undue delay, where one of the following grounds applies:

1. The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed
2. The data subject withdraws consent on which the processing is based according to point (a) of [GDPR Article 6 \(1\)](#) or point (a) of [GDPR Article 9\(2\)](#), and where there is no other legal ground for the processing
3. The data subject objects to the processing pursuant to [GDPR Article 21\(1\)](#), and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to [GDPR Article 21\(2\)](#)
4. The personal data have been unlawfully processed
5. The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject
6. The personal data have been collected in relation to the offer of information society services referred to in [GDPR Article 8\(1\)](#)

Where the controller has made the personal data public and is obliged pursuant to paragraph 1 to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

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Paragraphs 1 and 2 shall not apply to the extent that processing is necessary:

1. For exercising the right of freedom of expression and information
2. For compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
3. For the establishment, exercise or defense of legal claims

Accordingly, **Options Skills will erase personal data within 5 working days**. There is no requirement to complete this form to make a valid request. However, it has been developed to capture the information we may reasonably require to process your request effectively. We may contact you by telephone or email, if we need additional information.

For additional information, please communicate with:

Options Skills
The Jubilee Centre,
130 Pershore St,
Birmingham
B5 6ND

Options Skills Use Only

Date Received (Day Month Year)	
Identity Checked	
Acknowledgment Sent	
5 Work-Day Deadline	