



General Data Protection Regulations

Personal Data Access, Rectification and Erasure Request Form

Please complete this form if you are a resident of the European Union and wish to exercise your right to access, rectify or object to further processing of the personal data we may have about you.

| | |
|---------------|--|
| Name | |
| Address | |
| Email | |
| Telephone No. | |

Please describe your request*

*Please specify the information you which you require access or deleted/rectified/amended.

Please note.

- The information provided on this form will be used solely for the purpose of processing your request
- You will need to provide proof of your identification before any information is released.
- The Town Council will require your consent to retain the information provided on this form until your request is fulfilled. Please sign the consent below.

I consent to Ryde Town Council retaining the personal information supplied on this form in order for the Council to reply to my data access request

Signed

Date

If you would like to see a copy of our privacy notice you can view online at <https://www.rydetowncouncil.org.uk/wp-content/uploads/2018/06/MOP-Privacy-Policy.pdf> or request one from the Town Council Offices by calling 01983 811105.

You can view our Information and Data Protection Policy and related documents online at <https://www.rydetowncouncil.org.uk/data-protection/>

If you believe your data may have been subject to a data security breach, please contact the Town Council Offices on 01983 811105.

If you wish to make a complaint about Ryde Town Council's handling of your personal data, please call the Information Commissioner on **0303 123 1113**.