

[Letter to be sent within one month or further to correspondence that has previously explained the reasons for extending the period of reply through an initial holding response to request to right to be forgotten.]



INCLUSIVE SKATING

PRIVATE AND CONFIDENTIAL

Insert Data Subject access address

Dear

Response to your right to erasure (right to be forgotten) request dated [•] pursuant to Article 17 of the General Data Protection Regulation (GDPR)

We write with regard to your request for erasure of personal data dated [DATE] [and our acknowledgment of [DATE WHEN REQUEST FIRST ACKNOWLEDGED BY LETTER] [and further correspondence dated [DATE]].

All data relating to your request for erasure is [either held on our IT system or on the local drives of those individuals who have corresponded with you or on our paper files We have searched all of these files, our IT system and our e-mail systems paper files for your personal data in respect of your request for erasure.

Erasure of personal data

In compliance with the requirements of Article 17 of the GDPR, we can confirm that the following personal data was erased in accordance with your request:

- [LIST OF ERASURES]

Recipients of affected personal data

With regard to the requested erasure of your personal data by third parties, as requested we have taken action with regard to the personal data identified above as follows:

The following recipients have been notified of the erasure of your personal data:

- [LIST OF RECIPIENTS (BY NAME OR GENERIC CLASS) TO WHOM DATA DISCLOSED AND WHO HAVE BEEN NOTIFIED OF THE REQUEST]

It has not been possible to contact the following recipients:

- [LIST OF RECIPIENTS WHO IT HAS NOT BEEN POSSIBLE TO CONTACT]

It is disproportionate for us to contact the following recipients:

- [LIST OF RECIPIENTS WHO IT IS DISPROPORTIONATE TO CONTACT AND THE REASONS WHY]

Personal data made public

The following personal data which we have erased had already been made public:

- [LIST RELEVANT DATA]

We have notified the controllers who are [IDENTIFY CONTROLLERS] of your request that the data be erased and that this extends to any links to, or copy or replication of, the data by them.

Personal data not erased

We have not erased [some of] the personal data in your request. We have identified the relevant data below, and then stated the reason why continued processing is necessary:

- [LIST PERSONAL DATA NOT ERASED]

This personal data was not erased on the following grounds:

- [to exercise the right of freedom of expression and information;] or
- [to comply with a legal obligation which requires processing or for the performance of a task carried out in the public interest or the exercise of official authority vested in the [NAME OF DATA CONTROLLER];] or
- [for reasons of public interest in the area of public health] or
- [for the establishment, exercise or defence of legal claims.]

[Repeat as necessary for each category of data not erased]

Restriction of personal data being processed

In the following cases we have been unable to erase your personal data but have restricted its processing as follows:

The following data cannot be erased because it must be maintained for the purposes of evidence:

- [LIST OF DATA RESTRICTED BECAUSE IT MUST BE MAINTAINED FOR THE PURPOSES OF EVIDENCE SO CANNOT BE ERASED AND EXPLAIN HOW PROCESSING HAS BEEN RESTRICTED]

The following data cannot be erased because it is not possible for us to ascertain whether it is accurate:

- [LIST OF DATA RESTRICTED BECAUSE IT IS NOT POSSIBLE TO ASCERTAIN WHETHER IT IS ACCURATE OR NOT AND EXPLAIN HOW PROCESSING HAS BEEN RESTRICTED]

Yours faithfully,

.....
For and on behalf Inclusive Skating