**DATA SUBJECT RIGHTS FORM**

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| **NOTE: This is not a mandatory form. Data subject rights will be accepted in other formats; however, using this form will assist us in dealing with your request quickly and efficiently. Please email this form to** [**office@vaslan.org.uk**](mailto:office@vaslan.org.uk) |

The Company is a “data controller” for the purposes of relevant data protection legislation. You have a number of rights in relation to personal data held about you by the Company, namely the right to:

* Request rectification of personal data;
* Request erasureof personal information;
* Object to processingof personal information where the Company is relying on a legitimate interest (or those of a third party) to lawfully process it;
* Request the restriction of processingof personal information;
* Request the transferof personal information to another party; and
* Request not to be subjected to automated decision making.

If you wish to access your data you should fill in a Data Subject Access Request (DSAR) Form. Otherwise, please use this form to indicate which right you are exercising. We may require proof of identity before processing your request.

If we consider that your request is manifestly unfounded or excessive, we may require you to pay a fee or we may refuse to comply. In all other cases, no fee will be chargeable. Please note that we may be unable to comply with your request in certain circumstances, including where one of the exemptions in the relevant legislation applies.

We will endeavour to respond to your request within one month. However, depending on the extent of your request, we may extend this deadline to three months from the date of request.

If you are dissatisfied with our response to your request, please write to CEO of VASLan, 155 Montrose Crescent, Hamilton ML3 6LQ giving your reasons. You are also entitled to make a complaint to the Office of the Information Commissioner. Further details can be found at <https://ico.org.uk/concerns/>.

**Applicant details**

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| Please state your full name and indicate which name, combination of names, variant spellings of your name or nicknames we may require to search for. |  |
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**Type of request**

Please indicate which of your data subject rights you are seeking to exercise:

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|  | Rectification of personal data |  | Erasure of personal data |
|  | Objection to processing |  | Restriction of processing |
|  | Transfer of data |  | Objection to automated decision making |

**Rectification of personal data**

Use this section to indicate what personal data you believe is incorrect and what we need to rectify. Please also indicate where you believe the incorrect data is held.

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**Erasure of personal data**

Use this section to indicate what data you wish to be erased and where you believe the data is held. Please tell us why you believe it is no longer necessary for us to process this data or why you believe our processing is unlawful.

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**Objection to processing**

Use this section to tell us why you object to us processing your data, which data this refers to and where the data is held.

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**Restriction of processing**

Use this section to tell us why you would like us to restrict data processing, how you would like us to restrict our activities, which data this refers to and where the data is located.

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**Transfer of data**

Use this section to tell us what personal data you wish us to provide to you so you can transfer it to a third party.

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**Objection to automated processing**

Use this section to tell us what data you believe is being subjected to automatic decision making and why you no longer wish us to do so.

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**Declaration**

I have read and understood this form and the information I have supplied is correct.

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| --- | --- | --- | --- |
| Signature |  | Date |  |

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| INTERNAL USE ONLY | | | |
| If identity documents are required, please indicate which document was checked: | | | |
|  | Photo driving licence |  | Passport |
| Signature |  | Date |  |