

Data Erasure Request Procedure



As per the new GDPR guidelines, if you would like the data that Unforgettable hold about you to be erased, you are able to do so, free of charge*

We have created the below form to help you complete a deletion request. You do not have to use this template and can contact us via email (happytohelp@unforgettable.org), phone (020 3322 9070 Monday – Friday 09:30 – 18:00) or by post (Unforgettable, Runway East Shoreditch, Monmouth House, 58 – 64 City Road, London, EC1Y 2AL). However, please note that it would be useful if you can provide the below details via your chosen method, to enable us to confirm your identity, locate your personal data, and provide the data requested as quickly as possible.

Title:	
Surname:	
First Name:	
Current Address:	
Telephone Number:	
Home:	
Mobile:	
Work:	
Email Address:	
Date of Birth:	
Details of data you would like erased:	
How would you like confirmation that this data has been erased?	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Other – please specify
Are there any accessibility requirements we should be aware of? i.e. need for large print, audio	

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If you are requesting a deletion on behalf of someone else:

Are you acting on behalf of the data subject with their written or legal authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes" please state your relationship with the data subject (e.g. parent, legal guardian, solicitor, attorney.)	
Please enclose proof that you are legally authorised to request this information to be deleted	
Title:	
Surname:	
First name(s):	
Current Address:	
Telephone Number:	
Home:	
Work:	
Mobile:	
Email address:	

As per the guidelines, we will aim to respond to your request within 40 days, and if unable to do so, we will notify you within 40 days to advise of the delay.

*A small administrative fee can be charged if the request is manifestly unfounded, excessive, or repetitive.