**FORM NO. 5a**

**ERASURE REQUEST FORM**

You have the right to have your personal information deleted in certain circumstances. We ask that you complete this form, so we can determine the details of your request and, where applicable, implement your request.

If your request is valid, we will delete the information requested, unless we are required by law to keep it - in this case we will advise you of what we are keeping, and the reasons why.

In the event that proof of identity is needed (by way of proof of your name and your address), we will notify you and request that it be sent to the data protection officer at **dpo@sinnfein.ie**. Proof of identity consists of a copy of your passport or driving licence AND a copy of a recent bank statement or utility bill. You will be asked to redact all detail from the bank statement or utility bill except the letterhead and your name and address. You will be asked to redact all personal data (including your image) from your passport or driving licence except your name.

**Agents of the requestor**: Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the data subject’s behalf.

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| Please complete as much of the following information as you can: |
| Full name of data subject: | (Title) (First) (Surname)  |
| Present Address: |  |
| Street |  |
| Town |  |
| County |  |
| Postcode |  |
| Other contact details IF YOU HAVE ALREADY GIVEN US SUCH DETAILS:\*(optional) may allow us to confirm your identity and remove need for redacted copies of identity/proof of address documents |  |
| Telephone |  |
| Email |  |
| Mobile |  |

|  |  |
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| **Details of the Agent or Requestor (if any)** |  |
| Name:  |  |
| Address: |  |
| Phone Number: |  |
| Email address |  |
| Proof of entitlement to act (enclose authorisation) |  |

|  |  |
| --- | --- |
| **Personal Information Currently on File to be deleted** | **Reason why that personal information should be deleted** |
| *e.g. name, mobile number, email address* | *e.g. is the information inaccurate or out of date?* |
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We will make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

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Data Protection Compliance Coordinator