



**DROITWICH SPA  
HIGH SCHOOL  
AND SIXTH FORM CENTRE**

### **Data deletion request form (GDPR compliant)**

Under the General Data Protection Regulation (GDPR), you have the right to have your data deleted and removed from our systems. You may use this form to request that your data be deleted. Please be aware that, despite your request to have your data deleted, there are specific reasons for which we may decline your request and your data will continue to be processed. These reasons are set out below.

You have the right to have your data deleted in the following circumstances:

- where the personal data is no longer necessary in relation to the purpose for which the School originally collected or processed it
- where you have withdrawn your consent to the continued processing of the data and there is no other lawful basis for the School to continue processing the data
- where you object to the processing. In this case, the School will make a determination over where it has an overriding legitimate interest to continue the processing
- the personal data has been unlawfully processed
- the personal data has to be deleted due to a legal obligation.

You must insert the appropriate reason for your request in the form below.

Upon receipt of a request, the School will delete the data unless it is processed for one of the following reasons:

- to exercise the rights of freedom of expression and information
- for the School to comply with a legal requirement
- the performance of a task carried out in the public interest or exercise of official authority
- for public health purposes in the public interest
- archiving purposes in the public interest, scientific historical research or statistical purposes or
- the defence of legal claims.

If one of the circumstances above applies, your request for deletion will be refused. The School will write to you setting out the reason for refusal.

Once completed, please submit this form to *the Chief Privacy Officer*

<b>Personal details</b>	
Your name:	
Employee/Student (delete as applicable)	
Department/Tutor Group	
Contact Telephone number:	
Contact Email address:	
Home address:	
<b>Data you wish to be deleted</b>	
Please use the space below to describe, in as much detail as possible, the data which you wish to be deleted	
<b>Reason for request</b>	
Please indicate below which of the reasons set out above applies to your request	
I confirm that I am the <b>employee/student/parent/carer</b> (delete as applicable) <b>named above/of the above named</b> (delete as applicable) and the information requested above is in relation to <b>me/them</b> (delete as applicable). I understand that I may be required to provide evidence to verify my identity/I understand that in the event of the student being over 13 their consent will have to be obtained to release the data to me.	
<b>Your signature:</b>	
<b>Date:</b>	