

Individuals Rights Request Form

Right to Erasure (right to be forgotten)

IMPORTANT: Please read before completing this form

If you are a member of a leisure centre operated under an agency agreement, your local authority is the data controller for your personal information. You should submit this request to your local authority's Data Protection Officer. Find your local authority's contact details in our full privacy policy at: <https://www.placesleisure.org/privacy/>

If you submit this form to us for an agency-operated centre, we will forward it to the appropriate local authority, but this may add time to the process.

If you are unsure which applies to you, complete the form below and we will direct it appropriately.

Please provide your current contact details so we can respond back to you:

Name _____ Email Address: _____

Telephone Number: _____ Address: _____

Which leisure centre do you use? _____

Please note: we will retain your name and one piece of information from the above section on a Request for Erasure Case File for a period of 6 months for audit purpose only, all other personal information on this file will be removed. This information will be destroyed automatically, you are not required to ask us to do so. Please be aware that if we remove your data you will no longer be able to make bookings or gain access to one of our leisure sites.

By completing this request, you confirm that you have had a relationship with Places for People Leisure Limited. Please confirm the type of relationship _____ (e.g. customer)

To assist in finding your personal data we need you to clarify some identifiable information to help us locate it on our systems, please confirm relevant details below:

Personal Data Identifiers	Details
Full name	
Property Address(s)	
Private email address(s)	
Personal telephone number(s)	
Date of birth	
IP Address (if applicable)	

Other names such as maiden name or also known as	
Other personal identifiable information that may help us locate your personal identifiable information	

To help us locate your personal information accurately please provide any unique Reference Numbers relating to your contract or enquiry with us – these might include but are not limited to: membership number, card numbers etc:

Please enter reference numbers:

Please answer some further questions so that we can identify your personal data:

Is your membership or service current or has it now ended?

If ended – please provide the end date. If this is unknown
Please state the year contract ended.

Please note: if your membership contract with us or with the local authority is still current you will not have a right to request erasure.

On receipt of this form we will process your request for the Right to Erasure. We may need to contact you during this time if we require any further information from you that will help us identify your personal identifiable information. Please tell us your preferred method of contact:

Email: ☐

Telephone: ☐

We will handle your request and respond back to you within one month from receipt of this form. If your request relates to an agency-operated centre, we will forward your request to the local authority data controller who will respond to you within one month of receiving it from us.

If you require any additional information regarding this, please do not hesitate to contact us at the below address. This application form can be attached to an email and sent to datacontroller@pfpleisure.org or can be sent to the following address:

Data Protection Officer c/o Data Control Team
Places for People Leisure Management Limited
The Gurney Office
Building Three
Riverside Way
Camberley
Surrey
GU15 3YL

For agency-operated centres, you can also submit this form directly to your local authority's Data Protection Officer (contact details available in our privacy policy at <https://www.placesleisure.org/privacy/full-privacy-policy/>)

If you have any difficulties completing the form please call the Data Protection Team on 01276 418200