

## REQUEST FORM (Erasure of personal data)

You are entitled to request Smart Spin ltd. to erase any personal data we hold about you under EU General Data Protection Regulation (GDPR). We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we erase and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly. You have to provide a valid reason for this request (please see Section 4 below).

### SECTION 1: Details of the person requesting information

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

### SECTION 2: You are requesting data on behalf of

- Yourself.** Please enclose proof of your identity (see below). **(Please go to Section 4)**
- Someone else.** Please enclose the data subject's written authority and proof of the data subject's identity and your own identity (see below). **(Please go to Section 3)**

To ensure we are erasing data of the right person we require you to provide us with proof of your identity. Please supply us with a photocopy or scanned image (do not send the originals) of your passport, or photo driver's license, or national identity card. **If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.**

### SECTION 3: Details of the data subject (if different from Section 1)

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

### SECTION 4: Reason for erasure request

Given the sensitive nature of erasing personal data, GDPR Article 17(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased.

**Please tick one appropriate box:**

- You feel your personal data is no longer necessary for the purposes for which you originally provided it.
- Other: \_\_\_\_\_

### SECTION 5: What information do you wish to erase?

**Please describe the information you wish to erase. Please provide any relevant details you think will help us to identify the information.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: Declaration and signature**

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this form and certify that the information given in this application is true. I understand that it is necessary to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** ..... **Date:** .....

**Documents which must accompany this application:**

- A copy of proof of your identity;
- A copy of proof of the data subject's identity (if different from above);
- Authorization from the data subject to act on their behalf (if applicable).

**SECTION 7: Further information**

Personal data is unique data that we know relates to you. You share this data with us if you are our customer or if you are in contact with us. Such data can include your name, telephone number, email address, address, ID or passport details.

Please note that in certain circumstances, where erasure would prohibit the establishment of a legal defense or exercise of other legal claims, or keeping some of the document that may contain your personal data is required by applicable law, we may not be able to erase the information you requested in accordance with article 17(3) of the GDPR. In such cases you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to erase the personal data you request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR, to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive." However, we will make every effort to provide you with the erasure of your personal data if suitable.