DATA SUBJECT RIGHTS FORM

A. General Mandatory Information

*(Please note that this part of the form is common for both section B & C and should be filled carefully)*

1. **Data subject details**

|  |  |
| --- | --- |
| Full name |  |
| Contact number |  |
| Email |  |
| Current Location |  |
| Location (while your data was processed by HMCL) |  |

1. **Data subject whose information is being requested (mark “Yes/No”)?**

|  |  |
| --- | --- |
| Options | Yes/No |
| Data subject’s own (Answer question 5) |  |
| Someone Else’s (Answer question - 3 & 4) |  |

1. **If the request is made on behalf of the data subject**

|  |  |
| --- | --- |
| Full name |  |
| Contact number |  |
| Email |  |
| Current Location |  |

1. **What is the relationship to this person with the data subject? “I am the….”**

|  |  |
| --- | --- |
| Relationship with data subject | Yes/No |
| Mother |  |
| Father |  |
| Guardian |  |
| Carer |  |
| Legal Representative |  |
| Other (please explain below) |  |
|  | |

1. **Relationship with HMCL & Proof of ID**

What is your relationship (existing or previous) with HMCL? Please select “Yes/No” from the below options as applicable.

|  |  |
| --- | --- |
| Relationship with HMCL | Yes/No |
| Employee |  |
| Third party / Contractor |  |
| Intern |  |
| Customer |  |
| Other (please explain below) |  |
|  | |

Documents supplied as **proof of your ID** (Go to “Insert” tab and add attachment through “Object” button)

|  |  |
| --- | --- |
| Proof of ID | Attachment |
| Any government ID proof with photo id |  |

1. **Proof of entitlement**

If the request is being made in behalf of someone then please provide certified copies of proof of entitlement, such as.

|  |  |
| --- | --- |
| Relationship with data subject | Yes/No |
| Power of attorney or guardianship |  |
| Letter of Authority |  |
| Lasting or Enduring Power of Authority |  |
| Evidence of parental responsibility |  |

B. SUBJECT ACCESS REQUEST

1. **Specific types of personal data**

Please provide details below of any specific items of personal data that the data subject wants to see as part of this **Subject Access Request** and corresponding details available with HMCL

|  |
| --- |
|  |

1. **Format of information**

Data subject wishes to receive the information:

|  |  |
| --- | --- |
| Mode to receive information | Yes/No |
| Electronic format via email |  |
| Hard copy via post |  |
| Collect the information in person |  |
| View a copy of the information at HMCL premises |  |

C. REQUEST OTHER THAN FOR DATA SUBJECT ACCESS REQUESTS

1. **Right to rectification** - Data subjects have the right to have inaccurate personal data about themselves rectified.

Please provide details of the data that the data subject wish to be rectified below, together with an explanation as to why the data has to be rectified.

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1. **Right to erasure** (“right to be forgotten”)

Data subjects have the right to erasure of personal data where certain grounds apply. Please indicate which of the following grounds the data subject is relying upon.

|  |  |
| --- | --- |
| Grounds of request | Yes/No |
| Data subject believes that their personal data are no longer necessary to be kept by HMCL in relation to the purposes for which they were collected or otherwise processed. |  |
| Data subject wishes to withdraw your consent to HMCL processing your data, and they believe that HMCL relies solely on that consent and has no other legal ground for processing that data. |  |

Please provide full details of the data that the data subject believes should be erased and appropriate action details taken by HMCL to erase the data.

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|  |

1. **Right to Object to Processing**

Data subjects have the right to object to HMCL processing their personal data where HMCL processes their data based on one of the reasons set out below and cannot justify doing so (please select the option(s) that apply).

|  |  |
| --- | --- |
| Grounds of Request | Yes/No |
| HMCL processes data subjects’ data on the grounds that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in HMCL and you contend that either:   * HMCL have no compelling legitimate grounds for that processing which override the interests, rights and freedoms of the data subject, or * HMCL have no compelling legitimate grounds for that processing for the establishment, exercise or defence of legal claims |  |
| HMCL processes the data on the grounds that it is necessary for the purposes of the legitimate interests pursued by HMCL. You contend that such interests are:   * Not legitimate, or * Overridden by your interests or fundamental rights and freedoms as the data subject. |  |
| You object to HMCL processing your data for the purposes of direct marketing. |  |

Please provide full details of the personal data that this request is in respect of. Also describe the action taken by HMCL

|  |
| --- |
|  |

1. **Right to restriction of processing** - Data subject have the right to ask for restriction of processing of his or her personal data.

Please provide details of the data that the data subject wish to be restricted below, together with an explanation as to why the data has to be restricted.

|  |
| --- |
|  |

1. **Right to Data Portability**

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| --- | --- |
| Please mark this as “Yes”, if the data subject wish to exercise their right to data portability. We will send the information to other data controller’s (if applicable) email address who can share data with the data subject |  |