**Girlguiding Individual Rights Request form**

Data protection legislation allows an individual to control the data that an organisation holds about them.

Please complete this form if you wish to exercise your rights to **correct, erase, object to the further processing of** personal data that Girlguiding may hold about you. Or **be provided with copies of the data we hold in a format that can be used by another** **organisation.** This form should be completed and returned to the data protection team at: dataprotection@girlguiding.org.uk.

If you wish to exercise your **right to access** (i.e. submit a subject access request) please complete the ‘Girlguiding Subject Access Request (SAR) form’ instead.

Personal information requested on this form is necessary to enable the Girlguiding data protection team to process the individual rights request indicated. The information you supply will only be used for the purpose of identifying the personal data you are requesting, and for responding to your request. Information will be stored securely and in line with Girlguiding’s retention schedule.

**Section 1:**

**Details of the person requesting the information**

|  |  |
| --- | --- |
| Full Name |  |
| Postal Address  |  |
| Phone number  |  |
| Email address |  |
| Please tick to indicate your status; | Girlguiding member  |  |
| Membership Number: |
| Parent of member |  |
| Staff Member |  |
| OtherPlease specify |  |

**Section 2:**

**Details of the Data Subject (complete if different from Section 1)**

The data subject is the person whose information is being requested in this individual rights request.

|  |  |
| --- | --- |
| Full Name |  |
| Former Name (if applicable) |  |
| Postal Address  |  |
| Phone number  |  |
| Email address |  |

**Section 3:**

**Authority to act on the data subjects behalf (Only complete if section 1 and 2 are different).**

This section should only be completed if you are making the request on behalf of someone else. If you are not the data subject, and are acting on behalf of the data subject, we need to know what gives you the legal authority to act on the data subjects behalf, please state below your relationship with them (e.g. parent, solicitor, holder of power of attorney).

|  |  |  |
| --- | --- | --- |
| Please tick to indicate relationship to data subject; | Parent or legal guardian |  |
| Solicitor  |  |
| Holder of power of attorney |  |
| Other(Please specify) |  |

**Section 4:**

**Request type**

Please read Section 7 - Individual Rights Request Information which provides further detail about these rights before proceeding.

|  |  |
| --- | --- |
| Right to Rectification (Make corrections to your personal information) |  |
| Right to Erasure\* |  |
| The right to restrict processing\* |  |
| The right to object\* |  |
| The right to data portability\* |  |

**\*N.B.: These rights have exemptions allowing the Girlguiding to refuse the request if certain circumstances apply.**

**Section 5:**

**Further information.**

Please provide details about your request. The more specific you can be, the easier it is for us to action your request.

|  |
| --- |
| Further information: |
|  |

**Section 6:**

**Declaration**

By signing below, you confirm that you are the data subject named in this Individual Rights Request Form or that you are entitled to make the request above under the terms of the GDPR.

**N.B.: It is a criminal offense to obtain another person’s personal information by deception.**

|  |  |
| --- | --- |
| Full Name |  |
| Signed |  |
| Date |  |

**Section 7:**

**Individual Rights Request Information**

**Right of Rectification:**

Individuals are entitled to have their personal data rectified if it is inaccurate or incomplete.

If we have shared or disclosed the personal data in question to a third party, we will inform them of the rectification where possible. We will inform you of identity of these third parties to whom the data has been share of disclosed where appropriate.

**Right of Erasure:**

The right to erasure does not provide an absolute ‘right to be forgotten’. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

* The personal data is no longer necessary in relation to the purpose for which it was originally collected for.
* The individual withdraws their consent.
* The individual objects to the use and there is no overriding legitimate interest for continuing to use or retain the personal information
* The personal data was unlawfully processed (collected, used, stored etc.)
* The personal data has to be erased in order to comply with a legal obligation.
* The personal data is a child’s collected / used when they were under 18.

**Right to data Portability:**

UK law gives you the right to request the information that Girlguiding provides you with copies of your personal information, (which you supplied to Girlguiding) in a structured, commonly used and machine-readable format. (e.g. A CSV file) which can be reused by a different organisation.

This right is only available, subject to the following qualifying criteria:

1. The individual must have supplied this data to Girlguiding directly (as a data controller); if the data has been provided by a third party or has been shared from another organisation the data is not eligible for this right.
2. If the personal information has been used to fulfil the performance of a contract;
3. If the legal basis for the use of the information is consent;
4. If the use of the information is carried out by automated means.

**Section 8:**

**Further Information – what happens next**

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Individual Rights Request. We will then start processing this request.

If your request is valid but we are unable to identify you, we will advise you further about additional information we may require. Once we have all the required information we will start processing this request.

We will respond to all Individual Rights Requests within one month of receipt. All Individual Rights Requests should be completed within one month. However, if your request is complex we will extend this to a maximum of three months. If we extend your Request we will inform you in writing, within one month of your request, including the reasons for the delay.

If you have sent us an invalid request we will inform you in writing and advise you as to why your applications has been rejected.