

# Data Erasure Policy

## Introduction

Data subjects have rights, under the General Data Protection Regulation (GDPR) pertaining to the data about them that we hold. Data subjects, for the purposes of this policy, include employees (current, prospective and former), workers and contractors.

One of these rights relates to the Right of “Erasure”. Details of this right are outlined below.

It is important to read the details and fully understand your rights and the Company’s obligations under GDPR.

If you wish to have your data deleted, please speak to the Data Controller, who can assist with your request.

## THE RIGHT OF ‘ERASURE’

In certain circumstances, we are required to delete the data we hold on you. Those circumstances are:

- a) where it is no longer necessary for us to keep the data;
- b) where we relied on your consent to process the data and you subsequently withdraw that consent. Where this happens, we will consider whether another legal basis applies to our continued use of your data;
- c) where you object to the processing (see below) and the Company has no overriding legitimate interest to continue the processing;
- d) where we have unlawfully processed your data;
- e) where we are required by law to erase the data.

If you wish to make a request for data deletion, you should complete the Data Erasure form below.

We will consider each request individually, however, you must be aware that processing may continue under one of the permissible reasons. Where this happens, you will be informed of the continued use of your data and the reason for this.

Third parties to whom the data was disclosed will be informed of the erasure where possible unless to do so will cause a disproportionate effect on us.