
Data Deletion Request Form

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CK-QP-CF-090 OrthoXel GDPR Personal Data Deletion/Rectification Request Form

Approvals

Electronic signatures are used to certify that this document has been reviewed, accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.



Data Deletion/Rectification Request Form

Request to have Personal Data deleted or rectified.

Under Article 17 of the General Data Protection Regulation 2018 you have the right to request removal/deletion or rectification of personal data held by OrthoXel without undue delay.

The information you supply in this form will only be used for the purposes of identifying the personal data for which you are requesting deletion / rectification 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.

Section 1: Personal Information Details

Information	Details
First Name	
Surname	
Email*	
Telephone Number*	
Date of Request	
Type of Data to be Deleted or Rectified:	

**OrthoXel may need to contact you to discuss your access request.*

I,[insert name] wish to have the data detailed above which OrthoXel holds about me deleted/rectified. I am making this access request under Article 17 of the General Data Protection Regulation.

SECTION 2: Are you the data subject?

To ensure we are releasing personal data to the right person OrthoXel may require you to provide us with proof of your identity.

SECTION 3: Basis for Data Deletion

The right to deletion is not absolute and only applies in certain circumstances.

Please tick the box next to the reason why you are requesting deletion.

The personal data is no longer necessary for the purpose which you originally collected or processed it for

I am withdrawing consent

I object to the processing and OrthoXel has no overriding legitimate interest in the data

OrthoXel collected the data unlawfully

The data must be erased to comply with a legal obligation

SECTION 4: Checklist

Have you:

- Completed the Rectification/Deletion Request Form in full?
- Signed and dated the Request Form?
- Included a photocopy of proof of identity document*.

*OrthoXel should satisfy itself as to the identity of the individual and make a note in the OrthoXel records that identity has been provided but OrthoXel should not retain a copy of the identity details.

SECTION 5: Right to Refuse Request

OrthoXel can refuse to comply with a request for deletion if:

- The processing is protected by the right to freedom of expression;
- Processing the data is necessary to comply with a legal obligation for the performance of a public interest task or exercise of official authority;
- The data is for health purposes in the public interest;
- The data is being used for archiving purposes in the public interest, scientific or historical research, or statistical purposes; or
- The processing is necessary to exercise or defend legal claims

OrthoXel can also refuse to comply with a request for deletion if it is manifestly unfounded or excessive taking into account whether the request is repetitive in nature.

Section 6: Response Time

OrthoXel will endeavour to respond promptly and in any event within **one month** of the latest of the following:

1. Our receipt of written request; or
2. Our receipt of further information we may ask you to provide to enable us to comply with your request.

If you are not satisfied with the action taken by OrthoXel with regards to your request for access or deletion you have the right to complain regarding to the Office of the Data Protection Commissioner: see www.dataprotection.ie.

SECTION 7: Declaration

I confirm that I have read and understood the terms of this Right to Deletion request form and certify that the information given in this application to OrthoXel is true. I understand that it is necessary for OrthoXel to confirm my identity and it may be necessary to obtain more detailed information to locate and delete the correct personal data.

Signed **Date**

On Completion please either email or post this form to:

info@orthoxel.ie

OrthoXel

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