



PERSONAL DETAILS – AMENDMENT FORM

Please complete for the following details for payroll amendment

	Current Details	New Details
Name: First		
Name: Surname		

REASON FOR CHANGE: (PLEASE TICK AS APPROPRIATE)

Marriage [] Deed Poll [] Divorce [] Other []

Reason for Change:.....

Date of Change:

	Current Details	New Details
Address: Street		
Address: Town		
Address: County		
Address: Postcode		

Date of Change:.....

	Current Details	New Details
Bank Name:		
A/C in name of:		
A/C Number:		
Sort Code:		

Date of Change:



When does the right to erasure apply?

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:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
- The personal data was unlawfully processed (ie otherwise in breach of the GDPR).
- The personal data has to be erased in order to comply with a legal obligation.
- The personal data is processed in relation to the offer of information society services to a child.

Right to Erasure* []

Date to be Applied:.....

PRINT NAME:.....

SIGNATURE:.....

DATE:.....