**Personal Information Removal Request Form**

For privacy reasons, you may have the right to ask for certain personal information relating to you to be removed.

This form is for requesting the removal of specific results for queries that include your personal data from records held by Brian Johnston & Insurance (Brokers) Ltd.

When you make your request, we will balance the privacy rights of the individual concerned with the interest of any Insurance procedure currently pending. For example, we may decline to remove certain information relating to pending and existing claims where the data is required for processing of such claim. Depending on these requirements we may be able to anonymise the data which we will confirm to you.

You will need a digital copy of an identification document to complete this form. If you are submitting this request on behalf of someone else, you will need to supply identification documentation for them.

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*\* Required field*

**YOUR INFORMATION**

**Country of origin \***

                                       

**Full legal name \***

*Your own name,*even if you are making the request on behalf of someone else who you are authorized to represent. If you are representing someone else, you must have the legal authority to act on their behalf.

First name:



Last name:



**Contact email address \***



**I am acting on behalf of... \***

If you are submitting this request on behalf of someone else, please specify your relationship to that person (for example: "Employer", "Solicitor"). We may ask for documentation confirming that you are authorized to represent this person.

 Myself A client A family member A friend Other



**Your legal relationship to the person on whose behalf this request is made \***



**Attach a legible copy of a document that verifies the identity of the person on whose behalf the request is made \***

To prevent fraudulent removal requests from people impersonating others, trying to harm competitors, or improperly seeking to suppress legal information, we need to verify the identity of the person on whose behalf the request is made (the relevant individual). A passport or other government-issued ID is required. You may obscure parts of the document (e.g. ID number) as long as the remaining information identifies the relevant individual. You may also obscure any photograph in the identification document. We will use this information solely to help us assess and document the authenticity of your request and will delete the copy within a month of closing your removal request except as otherwise required by law.

To upload more than one document, hold down the Ctrl or Command key while choosing files.

**IDENTIFY THE PERSONAL INFORMATION YOU WANT REMOVED AND ITS LOCATION**

Please State details below & Insurance product they relate to (please confirm any and all names used including maiden name)



**Reason for removal \***

 (1) how the personal information identified above relates to the person on whose behalf this request is made; and
(2) why you believe the personal information should be removed



**SWORN STATEMENTS**

Please read the following statements, and check the boxes to confirm that you agree.

 I consent to the processing of the personal information that I am submitting, as outlined below: \*

Brian Johnston Insurance (Brokers) Ltd will use the personal information that you supply on this form (including your email address and any ID information) and any personal information you may submit in further correspondence for the purposes of processing your request and meeting our legal obligations. We may share details of your request with data protection authorities, but only when they require these details to investigate or review a decision that we have made. That will normally be because you have chosen to contact your national DPA about our decision.

 I represent that the information in this request is accurate and that I am authorized to submit this request. \*

 I understand that Brian Johnston Insurance (Brokers) Ltd will not be able to process my request if the form is not properly filled out or if the request is incomplete. \*

**SIGNATURE**

Signed on this date of: \*



MM/DD/YYYY (e.g. "12/19/2010")

Signature: \*



e.g. John A. Smith

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