

# Personal data audit and deletion request form

Use this form to request a copy of all data TVLS may hold about you and/or to ask for that data to be deleted. Completed forms should be returned to TVLS, either by post or via email, at the address shown above. We aim to complete all requests within 7 working days.

**Full name** .....

**Primary email address** .....  
we will forward your audited data and/or confirmation of deletion to this address

**Other email addresses** .....  
.....  
.....  
*continue on separate sheet if required*

**Firm(s) or organisation(s) at which you work** .....

**Request type** (tick either or both boxes)

- Please provide a copy of any data about me that TVLS controls
- Please delete any data about me that TVLS controls

**Are you, or have you ever been, a TVLS Member?** (tick one option)

- Yes
- No
- Not sure

**If so, please list the year(s) in which you were a TVLS Member**

.....

### About web site server logs

We hold web server logs for a period not longer than one year. We are unable to purge those logs of data that may pertain to your visits to the TVLS website, and can only provide an audit of the log data if provided with details of each visit you have made to the site. Whilst it is a fact that any web server log data that pertains to you would simply be a facsimile of the data you would need to provide us with to enable us to audit those logs, GDPR nonetheless dictates that you have a right to request copies of that data. Therefore, if you wish to have web log data included in your data copy request, please provide us with a list of the dates and times of each site visit, along with the IP addresses you were using at those times.

### Declaration

By signing and submitting this form you are warranting that all of the data you have provided relates solely to yourself and is true and accurate to the best of your understanding and belief.

**Signed** ..... **Date** .....

<i>For office use - do not mark within this box</i>	
Received on .....	Audit completed on .....
Approved <input type="checkbox"/>	Deletion completed on .....
Approved by .....	Request completed on .....