**Data Protection Matters Request Form**

Please complete this form for any data protection matter & email to sentinel@mitie.com.

**Name of organisation completing this form**

|  |
| --- |
|  |

**Name and position of person completing this form**

|  |
| --- |
|  |

**Name of organisation receiving this form**

|  |
| --- |
|  |

**Name and position / role of person in organisation receiving this form**

|  |
| --- |
|  |

**Date of request**

|  |
| --- |
|  |

**What data protection matter(s) does this relate to (choose all that apply)**

|  |
| --- |
| * further purposes that personal data may be used for * new external organisations or internal teams the personal data is or may be shared with\* * actual or possible data breach, including unlawful, unauthorised or accidental processing * request(s) by individual(s) to access, rectify, or erase their data; or their complaint / enquiry * information or clarification requested to support an impact assessment (“DPIA”) * transfers of the personal data outside of the UK * information or clarification requested to complete records of processing activities (“RoPA”) * information or clarification regarding legal bases for processing personal data * another data protection matter / general enquiry |

\* share = the disclosure of personal data by transmission, dissemination or otherwise making it available (§ 121 DPA 2018)… including 3rd party requests to access or view it

**Description of data protection matter**

|  |
| --- |
|  |

For each item, please specify what you want – e.g. we are notifying you for information only; we are requesting assistance / input / clarity; we want permission to use Sentinel for another purpose; there has been a data breach; an individual wants to delete their all their data from Sentinel; an individual refuses to allow us to upload their D&A results; etc…

**Date fulfilment of any request is required**

|  |
| --- |
|  |

This assumes an SLA of 1 day to reply to a request – NB the date to fulfil the request should not be unreasonable in complying with data protection obligations

**Supporting information**

|  |
| --- |
|  |

e.g. why the request is reasonable; where supporting documentation can be located; etc