

To

Right to erasure pursuant to Article 17(1) GDPR

To whom it may concern:

Pursuant to Article 17(1) of the General Data Protection Regulation (GDPR) I demand the following personal data to be erased without delay:

The following reason exists for the deletion:

- The personal data are no longer necessary for the purposes for which they were collected or otherwise processed.
- I have withdrawn my consent on which the processing was based according to point (a) of Article 6(1) or point (a) of Article 9(2), and there is no other legal ground for the processing.
- I have objected to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing.
- I have objected to the processing for direct marketing purposes pursuant to Article 21(2).
- My personal data personal data have been unlawfully processed.
- My personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

My personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

In line with Article 17(2) GDPR, if you have made the personal data public, you are required to inform controllers which are processing the personal data that I have requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

Please confirm receipt of my request. In accordance with Article 12(3) GDPR, I ask for information on action taken until the following date at the latest:

In case of non-compliance with my demand, I will contact a data protection authority. Furthermore, I reserve the right to take further legal action, which may include the enforcement of claims for damages according to Article 82 GDPR.

Sincerely,

Signature

Notes on using this sample letter

1. Please enter your address and the company's address. If available, you can add your customer and/or billing number.
2. Write down what data or data categories should be erased. You can also just write: "Any and all personal data."
3. Choose why you demand the deletion of your data.
 - a) Data not necessary any longer: If the original purpose of the data processing is not valid anymore, you can ask for the erasure of your data.
 - b) Withdrawal of consent: Point (a) of Article 6(1) GDPR gives your consent as a valid reason for the processing of your data. Once you have given but then withdrawn this consent, you can demand the erasure of your data. Point (a) of Article 9(2) GDPR follows the same principle, just concerning highly sensitive data such as health data.
 - c) Objection: If you object to the processing of your data according to Article 21(1) GDPR and data controllers can't give any reasons overriding your objection, you can demand the deletion of your data.
 - d) Objection against direct marketing: If you object to the processing of your data for direct marketing purposes according to Article 21(2) GDPR and then you want your data deleted, data controllers have to follow this demand, no matter what reasons they might have for processing your data.
 - e) Unlawful processing: If your data has been processed unlawfully, for instance without your consent, without being based on a contractual obligation or without being in the legitimate interests of a third party, you can demand your data be deleted.
 - f) Erasure is necessary: Based on a contract, for example, your data might be required to be deleted, so you can demand such an erasure with this point.
 - g) Privacy for children: In cases when processing concerns children (based on Article 8(1) GDPR), an erasure can be demanded.
4. The company needs to respond without undue delay, at the latest within one month of receipt of your request. That's why you can enter a deadline one month and three days (for shipping) after mailing the request.
5. Please send the letter directly to the company in question (not to consumer protection organisations or authorities).

Important: Your request must be handled at no cost to you. Companies can only charge you in cases of unfounded or excessive, repetitive requests.

Find more information on your right to erasure at YourData-YourRights.eu.

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