

**INDIVIDUAL RIGHTS REQUEST FORM**

**For further information please visit our website:** [**https://www.rcog.org.uk/**](https://www.rcog.org.uk/)

Please complete this form in block capitals

**Requester Details**

Mr/Mrs/Ms/Miss/Dr/Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name if different from time of registering with/joining the Royal College of Obstetricians and Gynaecologists (RCOG): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ College No. (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Type:

*Please see the guidance*

The Right to be informed

The Right of Access (SAR)

The Right to Rectification

The Right to Erasure

The Right to Restricted Processing

The Right to Data Portability

The Right to Object

Rights in Relation to Automated Decision Making and Profiling

I would like to request the following:

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Declaration**

I declare that the information that I have given above is accurate to the best of my knowledge and that I am the person named above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Under the new Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR) 2016, all individuals (data subjects) have a right to access or challenge the processing of their personal data being held and managed by an organization. To exercise these rights we will require you to make a written or verbal request (verbal requests should be followed up in writing), provide a copy of your photo ID (e.g. passport photo page, driving license, national identity card) and state clearly what you want. The College has one calendar month to respond, from the date we receive your fully completed request.**

**The clock is paused until your identity is verified.**

**If your request is complex, we can extend the processing time up to three calendar months from the date of receipt. Please see link to our Data Protection Policy:** [**Data Protection Policy.**](https://www.rcog.org.uk/en/about-us/policies/data-protection-policy/?_t_id=1B2M2Y8AsgTpgAmY7PhCfg%3d%3d&_t_q=data+protection+policy&_t_tags=language%3aen%2csiteid%3a39338ee9-cb61-4e10-a686-8f4a5e1b76d7&_t_ip=167.98.71.235&_t_hit.id=EPiServer_Templates_RCOG_Models_Pages_ContentPageWithNavigationType/_09d63dff-4b7f-4d2a-930d-a869a00e0fb2_en&_t_hit.pos=1)

If you have any further queries, a complaint or want to request an internal review, please contact the Information Governance Team at [dataprotection@rcog.org.uk](mailto:dataprotection@rcog.org.uk) or call us between 9:00am – 4:30pm (UK time) Monday to Friday on (+44)20 7772 6200.

As a Data Controller based outside of the EEA, the College must appoint an EU Representative to ensure compliance with the EU GDPR with respect to our processing of personal data of EEA citizens. Our EU Representative is IT Governance Europe Ltd: <https://www.itgovernance.eu/en-ie>

Our Representative serves as a point of contact for EU data subjects and supervisory authorities on all matters relating to the processing of personal data. If you are an EU citizen you can make your request directly to our EU Representative, who facilitate Data Subject Requests made under GDPR on our behalf. You can contact them by email at [eurep@itgovernance.eu](mailto:eurep@itgovernance.eu) or by post:

IT Governance Europe Ltd

Third Floor, The Boyne Tower

Bull Ring, Lagavooren

Drogheda, Co. Louth

A92 F682

If you are unhappy with how we handled your request, your internal review or how we are processing your data, you can complain to the Information Commissioner’s Office (ICO). Please see the ICO website for details <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>, contact them directly by email at [casework@ico.org.uk](mailto:casework@ico.org.uk) or by post:

Customer Contact  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF.