



## British Porphyria Association

136 Devonshire Rd  
Durham City  
County Durham  
DH1 2BL  
Charity No: 1089609  
[www.porphyria.org.uk](http://www.porphyria.org.uk)

### Right to Erasure Policy

The British Porphyria Association (BPA) aims to ensure that individuals are aware that they have the right to ask for all records the BPA hold about them to be removed.

The BPA Privacy Policy enables individuals to understand how to ask what data is held about them and how to correct or remove that data.

This Right to Erasure Policy aims to ensure that Right to Erasure requests are dealt with in an appropriate and timely manner by the BPA.

### Confidentiality

All Right to Erasure information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

### Responsibility

Overall responsibility for this policy and its implementation lies with the board of trustees and the executive committee.

### Review

This policy is reviewed regularly and updated as required.

Adopted on: Mar 2019

Last reviewed: May 2020

Signed: ..... *J Chamberlayne* ..... Name .....John Chamberlayne.....

Position: .....BPA Chair.....

## **Right to Erasure Procedure**

If the identity of the data subject has not already been verified, this should be done first.

Data Protection legislation requires you to take 'reasonable measures' to verify the identity of a data subject. You can often verify their identity from their circumstances, such as their address or signature. If you require further verification of the data subject's identity you have two options.

- Verify identity by phone
- Verify identity in writing – write to the individual and ask them to send you a photocopy of their passport or drivers licence (this option will take longer and it is also possible that the individual does not have a passport or drivers licence).

### **1. Respond immediately**

A request to have personal data erased will be responded to immediately.

### **2. Establish what data can be erased**

If the data is no longer necessary for the purpose for which it was collected or processed, or if the data subject withdraws consent to the processing and there is no other legal basis for the processing, the data must be erased.

The only legal bases for keeping personal data after a withdrawal of consent are the following grounds:

- to exercise the right of freedom of expression and information or
- to comply with a legal obligation which requires processing or for the performance of a task carried out in the public interest or
- for reasons of public interest in the area of public health or
- for the establishment, exercise or defence of legal claims.

### **3. Establish how any data that cannot be erased is to be restricted**

It is likely that the data that must be maintained can be restricted to access by a select few of the BPA committee.

### **4. Erase the data**

Instruct BPA committee to delete the required personal data from their systems and erase from the database (where possible).

### **5. Keep a record**

Log any erasure requests and the date complied with.