

# Ask for copies of your data

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You have a right to seek the erasure of your data (often referred to as the ‘right to be forgotten’). You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding or processing your personal data and you may withdraw your consent. This right is not absolute, as we may need to continue processing this information, for example, to comply with our legal obligations, or for reasons of public interest.

In certain circumstances, for example if you contest the accuracy of the information or the lawfulness of our processing, you may ask us to restrict our processing of your information (‘right to restriction’). If you exercise your right to restrict processing, we would still need to process your information to the extent permitted by law, including for the purpose of exercising or defending legal claims, protecting the rights of another person or for public interest reasons. If our lawful basis for processing is your consent, you have the right to withdraw your consent at any time.

You have the right to object to our processing in accordance with our legitimate interests, in which case we may only continue to use your personal data where we can demonstrate compelling legitimate grounds which override your interests, rights and freedoms.

You have a right to prevent us from processing your data for the purposes of marketing.

You have a right to object at any time to our automated decision-making activities in relation to your data.

If you would like to exercise any of your rights above, please contact us at [info@mm-eye.com](mailto:info@mm-eye.com), or you can use this form and send it to us using the contact details at the bottom of the page.

We will act in accordance with your instructions as soon as reasonably possible and there will be no charge.

You can read more about your right of access by visiting: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

## 1. Who’s making this request?

We’re asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you’d like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it’s reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Your name	
Contact number	
Email address	
Postal address	

Are you making this request on behalf of someone else?

- Yes (please go to Section 2)
- No (please go to Section 3)

## 2. Please provide contact details of the person you are making the request for

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name of other person	
Contact number	
Email address	
Postal address	
Any other contact information for the person you are making the request for	

You also need to give us proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney.

Please send proof of authority together with this form when you make your request.

- Yes, I've got proof of my authority to act on someone else's behalf and I'll include it with my form. (Please move to Section 4)
- No, I haven't got any proof of authority yet, but will send it at a later date. I understand you can't action my request until you receive this information.

## 3. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you, e.g. large font.

- Email
- Post
- Other (please specify) \_\_\_\_\_

## 4. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know.

For example, if you need a specific email, we could search for this using a particular word or phrase.

Briefly describe your request:

## 5. Is there a date range of the personal data you're asking for?

It's helpful if you're as specific as possible about your request.

For example, if you've participated in more than one research project, but you only need data about the most recent project, and you know the date range of your participation, then please specify this.

Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

## 6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, project name/number if known, ID number if known, date of birth, vehicle owned if relevant

Further information to help us find the data you need:

Please send your completed form to:

Deborah Fitzpatrick  
Deputy Managing Director  
[deborah.fitzpatrick@mm-eye.com](mailto:deborah.fitzpatrick@mm-eye.com)

Thank you. We'll be in touch. If you'd like more information about how we use your data, have a look at our Privacy Policy <https://www.mm-eye.com/mm-eye-privacy-policy/>