

Individuals Rights Form

Under the Data Protection legislation, individual's rights have been strengthened. You can complete this form to make an application under those rights.

AET is obliged to respond to your request within the statutory one calendar month of receipt.

* *Must be completed.*

Part A: Your details

Name*	
Title	
First *	
Last *	
Date of birth*	DD/MM/YYYY
Address* <i>Address Line 1</i> <i>Address Line 2</i> <i>City / Town</i> <i>County</i> <i>Postcode</i>	
Email address*	
Telephone number	
Upload identification documentation*	Please upload a photograph or scan of identification documentation, such as a birth certificate, passport, driving licence or other ID card. Failure to provide such documentation may delay the progress of your request, as AET will not release personal data to you unless we are fully satisfied as to your identity. Accepted file types: jpg, png, pdf, gif, jpeg.

Part B: Your data rights

Which data right(s) do you wish to exercise? *

Right to be informed	<input type="checkbox"/>
Right of rectification	<input type="checkbox"/>
Right to restrict processing	<input type="checkbox"/>
Right to object to the use of your data	<input type="checkbox"/>

Rights of access	<input type="checkbox"/>
Right to erasure	<input type="checkbox"/>
Right to data portability	<input type="checkbox"/>
Right about automated decision-making profiling	<input type="checkbox"/>

Your request*

Please provide a clear description of the right you wish to exercise. For example, if you wish to request access to data held about you, please include, where possible, dates, individuals and/or any additional information which will enable us to execute your request in a timely manner.

Part C: Declaration

Consent*

I hereby request, under the provisions of the GDPR (General Data Protection Regulation) 2016 and the Data Protection Act 2018, that AET undertakes my request as outlined above, of which I am the data subject.

I certify that the information given on this form to AET is true and provides consent for this request to be processed. I understand that it is necessary for AET to confirm my identity.

I agree to the privacy policy.

** Must be completed*

Once completed please return by email to:

admin@tradecentretraining.com

or by post to:

AET Ltd, Harris House, The Pinnacles, Harlow, Essex CM19 5AN