**REQUEST FOR DELETION OF PERSONAL DATA**

Your name and surname:

................................

I hereby submit a request for deletion of the following personal data, which you have processed about me (if you are requesting deletion of all of the personal data being processed, please state this below):

................................

If we acknowledge the legitimacy of your request, we will inform all of the recipients who were provided access to your personal data of deletion, this being except for cases when this would be impossible or cases when this would require unreasonable effort. Would you like information about these personal data recipients?

 [YES] / [NO]

INFORMATION FOR THE SUBMITTER OF THE REQUEST:

In other words, the right to deletion means our obligation to destroy your personal data, which we process about you if at least one of the following conditions is met:

* personal data is no longer required for the purposes with which it was collected or otherwise processed for,
* you withdraw your consent, and no other legal grounds exist for processing it,
* you object to processing and there are no legitimate grounds for processing which outweigh your request that exist,
* your personal data was processed illegally,
* personal data must be deleted to meet a legal obligation,
* personal data was collected concerning an offer of information society services.

The conditions specified above shall not be applied if the processing of your personal data is necessary:

* for exercising the right to freedom of expression and information
* for the meeting of a legal obligation which requires processing pursuant to the laws of the European Union or a member state relating to the administrator, or for the fulfillment of a task performed in the public interest or while exercising public authority which the administrator is commissioned to perform;
* due to public interest in the field of public health;
* for the purposes of archiving in the public interest, for scientific and historical research or statistical purposes, if it is likely that the right to deletion would make it impossible or pose a serious risk to the fulfillment of the objectives of the processing mentioned above; or
* for determination, exercising or defense of legal entitlements.

If the administrator published personal data and is obliged to delete it, the administrator shall take the appropriate steps, with regard to the available technology and costs for implementation, including technical measures, to inform the administrators which process this personal data that the data subject has requested the deletion of all references to this personal data, copies or replications thereof.

If you submit a request in electronic format, we will provide information in a regularly used electronic format, unless you request a different method of its provisions.

Deadline: The request must be handled, and information must be provided to the requesting party-data subject without unnecessary delay and in any event within one month of receipt of the request. The deadline may be prolonged in exceptional cases by two months. The data subject must be informed of this by the administrator including the specification of the reason for such prolongation.

Fee: In principle, requests shall be handled, and information provided free of charge. Only if a request submitted by a data subject is unjustified or disproportionate may the administrator either impose a reasonable fee or refuse to accommodate the request. The administrator must prove such evident lack of justification. Exercising the rights of data subjects cannot a priori be understood to mean misuse.

A right to submit a complaint due to the method of handling a request: If you are dissatisfied with the handling of your request, you are entitled to submit a complaint to the administrator-recipient of your request at the following address: EDU Effective Business School, 810 Richards Street, suite 836, Honolulu, Hawaii 96813, USA.

The right to deletion is one of the rights held by data subjects. Other rights include the right to access personal data, the right to portability, the right to correction, the right to the restriction of processing, the right to object and the right not to be the subject of any decision based exclusively on automated decision-making. If you want to exercise any of your rights IN ADDITION to the right to deletion, please state this below.

OTHER RIGHTS WHICH I WOULD LIKE TO EXERCISE:

.................................................

DATE OF SUBMISSION OF REQUEST:

...............

FULL NAME AND CONTACT DETAILS OF THE DPO (AND SIGNATURE IF THE REQUEST IS NOT SUBMITTED ELECTRONICALLY):

 ...............