

Please Note: Fields bordered in red are mandatory

Request for Anonymising Personal Information

Please note that once we have anonymised your data it will no longer be accessible or identifiable to your person. We will continue to store overall data relevant to internal reporting, this data can however no longer be identified or traced back to your personal identity and will no longer be classed as personal or sensitive.

Part A: Your details

We must be sure that we are *anonymising* information relating to the right person. Please tell us the following information. We may ask you for further proof of identity or address details.

Full name:
Previous name(s) (if applicable):
Date of birth:
National Insurance number:
Full address (including postcode): 1st line Town/City Postcode:
Address, if different Please tell us about previous addresses (including postcode): 1st line Town/City Post Code

Part B: Personal information requiring *anonymisation*

Please tell us what information you require to be *anonymised*. This will help us deal with your request more quickly.

Tick the box to request information you require *anonymised* regarding your interaction with the Moneywise Plus project, or use the space on the next page to describe any other information not listed below.

Please remember to tick **both** boxes if you require computer (system) **and** clerical (paper) records. If the box is not ticked, information will not be provided.

	Computer records	Clerical records
All personal and sensitive data This will <i>anonymise</i> all the data that we hold on you		
All case notes This will <i>anonymise</i> all case notes we hold on you		
Specific Routeway (Referral) This will <i>delete</i> all the information we hold relating to your referral to MWP (this includes referral forms, assessments, case notes and personal and sensitive data)		
Specific Routeway (Engagement) This will <i>anonymise</i> all the information we hold relating to your sign up and initial assessment (including assessments, sign up forms, case notes and personal and sensitive data)		
Specific Routeway (Financial support) This will <i>anonymise</i> all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)		
Specific Routeway (Digital support) This will <i>anonymise</i> all the information we hold relating to the support you were provided with on the Digital route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)		
Specific Routeway (Educational support) This will <i>anonymise</i> all the information we hold relating to the support you were provided with on the Educational route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)		

	Computer records	Clerical records
Specific Routeway (Volunteer support) This will anonymise all the information we hold relating to the support you were provided with on the volunteer route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)		
Specific Routeway (Specialist support) This will anonymise all the information we hold relating to the support you were provided with on the specialist route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)		
Entire caseload This will anonymise all data and documents we hold on you (including all of the above)		

Any other personal information

Please be as specific as possible: for example, information relating to complaints made.

Part C: Dates

What period you would like the personal information we *anonymise* to cover?

This applies to **clerical records only**. Computer records will contain **all** data held on the MWP computer systems at the time of your request.

MWP does not hold personal information indefinitely. It may be that some information has been destroyed in line with our Data Retention policies.

Anonymisation of personal information for period	From:	To:
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Part D: Declaration

I declare that the information I have provided above is correct.

Signed:

Date:

Please send or take this completed form to the Moneywise Plus team at:

Email: info@moneywiseplus.co.uk

Postal address: The Michael Wood Centre, 53 Regent Rd, Leicester LE1 6YF