



**Please read the attached guidance before completing the form and submitting your request.**

Under the EU General Data Protection Regulation (GDPR), you have the right to be forgotten. If you wish, we will remove your contact info from the system and will not contact you again.

You may opt out of receiving information at any time by filling out the details in this form. Please read the Guide on the next page, then print, complete, sign and submit the form to [info@readinghorizons.com](mailto:info@readinghorizons.com) or you may mail it. You will receive an acknowledgement message from Reading Horizons following receipt of this request. Reading Horizons will erase personal data within 5 working days.

### **Personal Details**

You are entitled to receive the personal information we hold about you. Submit your request by filling the information below.

First Name
Last Name
Telephone Number
Email Address
Country

### **Requestor Details**

If you are a third party acting on behalf of a data subject If you are not the data subject, you must supply an original letter of authority (dated within the last 3 months) or a certified copy of any legal document giving you the authority to act on the data subject's behalf (e.g. power of attorney). Submit the request by filling the information below.

First Name
Last Name
Telephone Number
Email
Company Name