

## GDPR Data Request Form

If you wish to exercise any of the rights set out below, please complete this form and send it to the PeopleCert Data Protection Officer at [dataprotection@peoplecert.org](mailto:dataprotection@peoplecert.org). If you have multiple PeopleCert accounts for different email addresses, please complete a separate form for each account for which you have a request (and send it from the relevant email address).

GDPR rights	Description	Please select which right(s) you would like to exercise
Right to be informed	Request to be provided with information specified in GDPR about the processing of your personal data.	<input type="checkbox"/>
Right to access	Request to access and receive a copy of your personal data.	<input type="checkbox"/>
Right to rectification	Request to have inaccurate personal data rectified, or completed if it is incomplete. We may need to verify the accuracy of the new data you provide.	<input type="checkbox"/>
Right to erasure, also known as right to be forgotten	Request to have your personal data erased from PeopleCert systems.	<input type="checkbox"/>
Right to object	Object to the processing of your personal data in certain circumstances specified in GDPR. Note that we may continue the processing if we have a compelling reason for doing so, which will be communicated to you, if applicable, at the time of your request.	<input type="checkbox"/>
Right to restrict processing	Request us to restrict / suspend processing your Personal Data in certain situations specified in GDPR.	<input type="checkbox"/>
Right to data portability	Request to obtain your personal data from PeopleCert systems in electronic form for your own use.	<input type="checkbox"/>
Right to withdraw consent	Request to withdraw consent to processing of your personal data that is based on consent. This will not affect the lawfulness of any processing conducted before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case following your request.	<input type="checkbox"/>

Please provide your personal information and describe your request below. Please also complete the “Right to erasure” table only if you have selected this right above.

We will respond to your request within 30 days upon receipt of the complete form. This period may be extended by up to two further months where necessary (and with notice to you), considering the complexity and number of the requests.

Personal information			
First Name		Surname	
Email address*			
Candidate Number(s)**			
Please describe your request			

*\*For identification purposes your request must be submitted via the email address associated with the account to which the request is related. If you do not have access to your email account, please provide a valid identification document.*

*\*\* In case there are multiple candidate numbers linked to the email address, as indicated in the corresponding field, please fill in the candidate number to which you wish to apply the actions related to your request. You may indicate the further candidate number(s) in the field “Please describe your request”. Should you wish the actions related to your request to be applied to all your profiles linked to the email address provided, please fill in all the relevant candidate numbers.*

Right to erasure		
Please select which of the following you want us to delete (references to PeopleCert include Axelos except where otherwise specified)		
<p>PeopleCert account (note that deletion of certain information without full account deletion is allowed by other options)</p>	<p>I would like to delete my PeopleCert account, and I understand that I will no longer be able to login to this account, access my certificates (if any) and register for future examinations with PeopleCert.</p> <p>I understand that if my PeopleCert account is deleted, any exam history, any exam material, and any account activity (purchased vouchers etc.) will be deleted. I also understand that my certificates (if any) will not be electronically available and verifiable through the PeopleCert certificate verification service (<a href="https://www.peoplecert.org/for-corporations/certificate-verification-service">https://www.peoplecert.org/for-corporations/certificate-verification-service</a>).</p> <p>Furthermore, I understand that I will no longer be able to login to MyAxelos account, any CPD points accumulated for MyAxelos badge will be deleted, any MyAxelos digital badges in Credly will be revoked and any exam records will be removed.</p>	<input type="checkbox"/>

	<i>If you have one or more certificates, please make sure you have downloaded them before submitting this request.</i>	
Public listing of successful Axelos examination candidates	I would like to have my records removed from the public Axelos SCR ( <a href="https://www.axelos.com/successful-candidates-register">https://www.axelos.com/successful-candidates-register</a> ).	<input type="checkbox"/>
Debit/credit card information	I wish to remove my debit/credit card information.	<input type="checkbox"/>
Communications (email, chat, etc.)	I would like to have my communications with PeopleCert deleted. Note that we may need to retain certain communications for legal reasons permitted by GDPR.	<input type="checkbox"/>
Marketing Communications	I no longer wish to receive any marketing communications from PeopleCert.	<input type="checkbox"/>
Accredited Consulting Partner Records	I would like to remove my details from appearing in Accredited Consulting Partner Search <a href="https://www.axelos.com/for-organizations/consulting-partners/find-a-consulting-partner">https://www.axelos.com/for-organizations/consulting-partners/find-a-consulting-partner</a>	<input type="checkbox"/>
Accredited Trainer Records	I would like to remove my details from appearing in Accredited Training Organizations Search <a href="https://www.axelos.com/find-a-training-provider">https://www.axelos.com/find-a-training-provider</a>	<input type="checkbox"/>