**Subject: Requirement to erase personal data under the GDPR**

Dear Sir or Madam,

I understand that you have information about **[me / name of the returned missing person]** that includes personal data, published on the following webpage(s): [insert URL(s)]

**[My / name of the returned missing person’s]** missing person appeal was published on your site and I would like it, including **[my / his / her]** name and photograph and any other personal data removed. [I am / we are] grateful for people’s support in the search but **[I am / name of the returned missing person is]** no longer missing and leaving the appeal online is now having a negative impact. I am worried that when people search **[my / name of the returned missing person’s]** name online the missing appeal might come up and that could affect future chances of employment, and could mean personal data is shared with strangers. **[Consider adding more detail here about why you want the appeal removed]**.

I am writing to require you to: (i) erase these personal data, and in particular, cease publishing them on the internet, and (ii) communicate this erasure requirement to any other persons to whom you may have disclosed these personal data.

**[I am / On behalf of [name of returned missing person]]**, exercising **[my / his / her]** right under Article 21 of the General Data Protection Regulation (GDPR) to object to you processing these personal data, and in addition, exercising the right under Article 17 of the GDPR to require erasure of the information containing these personal data from the above­mentioned webpage(s).

The GDPR requires you to respond to this request without undue delay, and in any case, within one month of receiving this request. I look forward to hearing from you.

Yours sincerely,

**[Name]**

Information about **[me / name of returned missing person]** you may use to identify the personal data:

Date of birth: **[insert date]**

Address: **[insert address]**

*\*Note on ID: if the organisation has doubts about the identity of the person sending this email, it is entitled to, and may ask for, more information (e.g. copy of their ID) to confirm this (provided this is necessary and proportional given the type/nature/current use of the personal data). However, there is no legal obligation to provide this information unless the organisation specifically requests (in which case, the organisation must make such request without undue delay and within one month of receiving this email).*