

DATA SUBJECT ACCESS REQUEST (SAR) FORM

Please provide the following details about yourself:

Full name

Address

.....

Tel No Fax No

E-mail:

Date of Birth:

Employee ID (if applicable):

FEE

There is no fee for a Subject Access Request, however, your request must be reasonable and proportional as to not overburden the organization with overly broad requests that would be financially prohibitive to address.

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1. Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required (e.g. photocopy of your government issued ID such as a driver's license or passport). (Please go to 3 below.) Please note that any documentary evidence provided by you to prove your identity will be used solely for the purpose of verifying your identity, and we will keep it only as long as necessary for such verification. Once we have verified your identity, we will permanently delete any such evidence provided by you.

If you are not the data subject, please supply the written consent of the data subject (no data will be provided without the written consent of the data subject) and supply their details as follows:

Full name

Address

.....

Tel No Fax No

E-mail:

2. Please briefly explain why you are requesting this information rather than the data subject.

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3. Please describe in as much detail as possible the information you seek including the date ranges and types of data together with any other relevant information to help us identify the information you require.

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4. Please describe the format in which you would like to receive this data.

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ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].

I confirm that the information given on this application form to Adlucent ("Adlucent") is true, and I understand that Adlucent may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature:

Date:

Please return the completed form to privacy@adlucent.com along with the following:

- a) Evidence of your identity(ies).
- b) Evidence of the data subject's identity (if different from (a)).