**GDPR Data Subject Request Form**

**October 2019**

Under the General Data Protection Regulation (GDPR), you may have certain rights in relation to the personal data that RDC holds relating to you, namely:

1. The right of access
2. The right to rectification
3. The right to erasure / right to be forgotten
4. The right to restrict processing
5. The right to data portability
6. The right to object
7. Rights in relation to automated decision making and profiling

There are various exceptions and restrictions to these rights.

If you wish to exercise any of these rights, please submit a Data Subject Request (DSR) as follows:

1. Read our ‘[Data Subject Request FAQs’](http://lp.rdc.com/rs/933-HZW-676/images/GDPR%20Data%20%20Subject%20Request%20FAQs%2031%20Oct%202019%20FINAL.docx) carefully.
2. Make your DSR in writing, to the Data Protection Officer at [GDPRRequest@rdc.com](mailto:GDPRRequest@rdc.com) using this form.
3. Provide identifying information, as noted below. RDC usually requires verification of identify prior to beginning a review of the DSR. We cannot provide information to anyone who is not the named data subject or their authorised legal representative.
4. You will typically receive a response within one month, unless the request is particularly complex, in which case we will write to you within the one month timeframe to extend this by up to two months.
5. The response will be sent to the email given in the Request Form, unless otherwise directed.
6. Information provided in this form will be used only for fulfilling this request.

This form can be used by both RDC staff and other individuals whose personal data we process.

Using this form, providing the requested ID and being as specific as you can about the information / action that you are requesting will mean that your request will be able to be dealt with more quickly.

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| Name (First, Middle, Last) (*including previous names, abbreviations, alternative spellings, if relevant*): |  |
| Address (number, street, city/town, state/territory, country, postal code): |  |
| Date of birth: |  |
| Email address (*NB this should be secure / private as this is the address where the response will be sent*): |  |
| If you are acting as a representative of the data subject, specify your relationship and provide proof of your authority to act on their behalf: |  |
| Any additional information that may assist RDC in identifying the correct individual: |  |
| Nature of request: | 🞏 The right of access  🞏 The right to rectification / correction  🞏 The right to erasure / right to be forgotten  *Please specify ground(s) on which erasure is requested (see FAQs):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 The right to restrict processing  *Please specify ground(s) on which restriction is requested (see FAQs):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 The right to data portability\*  *\* We consider that this right will generally only apply in relation to limited employee personal data (see FAQs)*  🞏 The right to object  *Please detail the specific reasons why you are objecting to the processing of your data, based on your particular situation (see FAQs):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 Rights in relation to automated decision making and profiling  *Please detail the decision that has been made about you, your concerns about this and the outcome you are seeking (see FAQs):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please state if there is any specific information you wish us to focus on (*e.g. dates, locations, modes of communication, systems, subject matter*): |  |

**Please attach a scan of the photo page of passport or photo driving licence.**

**Your request will usually not be fulfilled without this. If you are having difficulty with this requirement, please contact the Data Protection Officer to discuss if alternative forms of ID will be accepted.**

**Return Request Form to Data Protection Officer at GDPRRequest@rdc.com**