

Appendixes:

Appendix A: Data Subject Rights Request Form

This is not a mandatory form – Data Subjects may request the exercise of their rights in other formats.
There is <u>NO</u> fee for Data Subject right requests except in exceptional circumstances.

Items marked with an asterisk * are mandatory to assist the Organization in actioning such request.

a. Details of person exercising their data subject rights (the Applicant):

Full Name*	
ID Card Number /Passport Number*	
Current Address*	
Email Address*	
Contact Number*	

b. Are you the Data Subject? *

	Tick Accordingly
If you are the data subject, tick here and go to section 'd'.	<input type="checkbox"/>
Are you acting on behalf of the Data Subject with his/her written authorisation? If so, a copy of the data subjects' identity document together with a written authorisation shall be included with this Request. In case of legal representation, a power of attorney also has to be provided. Please tick here and answer section 'c'.	<input type="checkbox"/>

c. Details of the individual authorised to act on behalf of the Applicant.

Organisation/Entity/Company/Group	
Full name*	
ID Card Number /Passport Number*	
Address*	
Email Address*	

d. By ticking the box, please indicate which data subject right the applicant wishes to exercise. Tick only one option*

Right of Access (skip to section e)	<input type="checkbox"/>
Right to Rectification (skip to section f)	<input type="checkbox"/>
Right to Erasure (skip to section g)	<input type="checkbox"/>
Right to Restriction of Processing (skip to section h)	<input type="checkbox"/>
Right to Data Portability (skip to section i)	<input type="checkbox"/>
Right to Object (skip to section j)	<input type="checkbox"/>

- e. If you are exercising your right to access,** you can request access to all personal data or to a specific set of personal data held about you. If you would like to access a specific set of personal data held about you, please give details of the data you would like to access including the date range(s) for the information held (approximate dates are acceptable):

Start Date (if known)	Click or tap to enter a date.
End Date (if known)	Click or tap to enter a date.
Details of the information requested. (e.g. specific data requested or all personal data, name of the department and names of individuals where the information is most likely to be located)	

Please leave additional comments you might have in section k.

- f. If you are exercising your right to rectification,** please provide details as to the personal data you wish to correct or complete:

	Personal Data to be corrected or completed. e.g. name, residential address, mobile number, email address etc	The proposed change	Reason for the proposed change
1.			
2.			
3.			
4.			

Please leave additional comments you might have in section k.

- g. If you are exercising your right to erasure,** precisely indicate the processing activity or personal data for which you are requesting erasure and tick the box next to the reason why you are requesting erasure of your personal data for us assess and comply with your request.

Processing activity/personal data being targeted by the erasure request

Reason for erasure (Tick only one option)	
Processing of my personal data is unlawful	<input type="checkbox"/>
Processing of my personal data is for direct marketing purposes, and I have objected to that processing	<input type="checkbox"/>
Processing of my personal data is no longer necessary for the purpose which it was originally collected or processed for	<input type="checkbox"/>
I have withdrawn consent on which the processing is based	<input type="checkbox"/>
My Personal data has to be erased for compliance with a legal obligation	<input type="checkbox"/>
Processing of my personal data is based on a legitimate interest, and I object to the processing	<input type="checkbox"/>
Personal data of a child was processed to offer information society services	<input type="checkbox"/>
Other:	

Please leave any additional comments you might have in section k.

- h. If you are exercising your right to restriction**, please precisely indicate the processing activity or personal data for which you are requesting restriction and tick the box next to the reason why you are requesting restriction of your personal data for us to assess and comply with your request.

Processing activity/personal data being targeted by the restriction request

Reasons for restriction (Tick only one option)	
I am contesting the accuracy of my personal data	<input type="checkbox"/>
My personal data has been unlawfully processed, and I oppose erasure, requesting restriction instead	<input type="checkbox"/>
I require its retention for establishing, exercising or defending a legal claim	<input type="checkbox"/>
I have objected to the processing of my personal data	<input type="checkbox"/>
Other:	

Please leave any additional comments you might have in section k.

- i. If you are exercising your right to portability**, please tick the box next to whom you want the personal data to be transmitted to:

Processing activity/personal data being targeted by the portability request

To the Data Subject (the Applicant)	<input type="checkbox"/>
To a Third-Party Entity	<input type="checkbox"/>

If you want the personal data to be transferred to a third-party entity, please provide the details of the third-party entity, below:

Organisation/Entity Name	
Registration Number	
Email Address	
Contact Person	
Contact Details	
Is the third-party controller aware of transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how? <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>

Please leave any additional comments you might have in section k.

- j. **If you are exercising your right to object**, please indicate which processing activity data is being objected to and tick the box next to the reason why you are requesting objection for us to assess and comply with your request.

Processing activity/personal data being targeted by the objection request

Reason for objection (Tick only one option)	
Direct Marketing	<input type="checkbox"/>
Scientific/Historical Research/Statistics	<input type="checkbox"/>
Processing of my personal data based on the Controller's or third party's legitimate interest	<input type="checkbox"/>
Other:	

Please leave any additional comments you might have in section k below.

- k. **Additional Comments:**

I. Supporting Documentation. *

If you are acting on behalf of the Data Subject with their written authorisation to process your request please attach, upload and/or send by post or email a copy of identification (e.g. ID Card/Passport/Driving Licence) with a written authorisation. In case of legal representation, a power of attorney also must be provided.

Information on the Identity document that is not necessary for confirming your identity of, such as the access and serial-number, nationality, size, eye colour, photo and machine-readable zone, may be blacked out or hidden before submitting it. **The date of issue or expiry date, the issuing authority and the full name should not be blackened or hidden.**

The information supplied in this Data Subject Rights Request Form will only be used for the purposes of identifying the personal data that the Company/Group/Organisation stores and for the purpose of responding to your request. Consequently, any such copy shall be securely deleted. The information will not be shared with any other organisation, other than with your permission, or where required by law and as needed so as to be in a position to fulfil the data subject access request.

m. Disclaimer

The Organization will normally respond to a Data Subject Rights Request without undue delay and within one (1) calendar month from the date when it receives your request. This period will not commence until we are satisfied as to the identity of the Applicant. In accordance with the General Data Protection Regulation (EU) 2016/679 and in compliance with the principle of accountability, we might be requested to provide your personal data in case of queries from Authorities and for audit purposes.

n. Data subjects' rights

Under GDPR, you have the right to be informed in a precise, transparent, comprehensible and easily accessible form; the right of access; the right to rectification and erasure; the right to restrict the processing of your personal data; the right to data portability; the right to object to the processing of your data; the right not to be subject to a decision based solely on automated processing. When the processing is based on consent, please note that you can always withdraw your consent.

If you have any complaint regarding the processing of personal data, you can contact us at dpo@challenge-group.com.

You may lodge a complaint on such decision with the Supervisory Authority of the Member State where you reside, work, or where the infringement occurred, or enforce this right via a judicial remedy.

For more information about your rights and how we process your data, please see our website privacy notice <https://www.challenge-group.com/privacy-notice/>.

f. Declaration

I confirm the information provided is true and accurate. Furthermore, I understand that any information provided herein will be processed in accordance with the Organization Privacy Notice <https://www.challenge-group.com/privacy-notice/>.

By signing hereunder, you confirm that you have read and understood the Organization Privacy Notice.

Signature: _____

Date: _____

