

DigitalXC

www.DigitalXC.com

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**Data Subject Request Form**

DATA SUBJECT REQUEST FORM

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| **PART 1: APPLICATION TO ACCESS PERSONAL DATA** | |
| 1. Under the GDPR, you are entitled to request for your personal data that we have, and request to know how your personal data has been use or disclosed over the past year. 2. Please complete this form and submit it by email to : [dpo@digitalxc.com](mailto:dpo@digitalxc.com) | |
| **PART 2: PARTICULARS OF REQUESTER** | |
| **Name of the Requester:** | |
| **Contact Number (Optional):** | **Email Address:** |
| **Mailing Address:** | |
| **Please check the applicable box(es) based on the request you are making:**  □ I am making a consent withdrawal.  □ I am making an access request for my own personal data.  □ I am making a request for correction or modification of my own personal data.  □ I am making a request for erasure of my own personal data.  □ I am making a restriction of processing of my own personal data.  □ I am making a request for portability of my own personal data.  □ I am making an objection to processing of my own personal data.  □ I am making an access request on behalf of other individual(s). | |
| Please complete this section if you are making an access request on behalf of other individual(s) | |
| **Name of other individual(s) whom you are making an access request on behalf of:** | |
| **Contact Number (Optional):** | **Email Address:** |
| **PART 3: PARTICULARS OF REQUESTER** | |
| To enable us to process your request quickly and efficiently, please provide us with as much information as possible about the personal data (e.g., type of personal data, date, time) involved. Consider providing additional documentation as an attachment if the detail of data request is lengthy.  Access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Erase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Modify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PART 4: DECLARATION** | |
| Name & Signature | Date (DD/MM/YYYY) |

**Terms & Conditions:**

* Requests:
  + A data subject request may be submitted in person, through email or post.
* Proof of identity:
  + The data subject making a request for his/her own personal data, shall provide proof of identity by completing this data subject request form. To enable us to process your request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g., type of personal data, date, time).
* Processing
  + We will communicate through the same channel regarding requests that require more time to process.
* Denial of access request
  + Any request that has prohibitions or exceptions under the GDPR or other written law will be rejected and communicated.

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