



Please send this form to the registered seat of the company or e-mail to the company you refer to.

### Form to get access to my personal data

We would like to protect your rights and prevent misuse and unauthorized access to your data. Therefore, we would like you to answer the following questions and add proof of ID. Failing to submit this information can impede our ability to process your request.

**If you wish your data to be corrected, deleted, limited or you would like to receive a copy of or object to the use of your data, you should also use this form.**

The data submitted will be used to deal with your request as well as used for identifying you, see our Privacy Policy for further information. We will thoroughly investigate your request in order to safeguard your rights and the rights of third persons.

By submitting this, I confirm that I have read and agree to the information above.

**Which Company do you write to?:**

**Your Name:**

**Your First Name:**

**Your Contact Details in order to contact you:**

**Your Proof of Identity<sup>1</sup>:**

**Which information would you like to receive, have deleted or else?**

**Could you specify your request, see the following examples:**

- *emails between myself and 'person B' regarding my job application (from 1 June 2018 to 1 Sept 2018)*
- *my personnel file (between 2014 and 2017) held by the HR department*
- *CCTV camera situated at ('location E') on 23 May 2017 between 11am and 5pm with images of the truck with number plate 'XYZ' or object 'XYZ'?*

**Date:**

**Signature:**

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<sup>1</sup> Please do the following if you send an ID document:

- write on the copy that it is "only for the purpose of an SAR for company [FILL IN COMPANY NAME]",
- add "COPY"
- add the date,
- cover your photograph and any identification number (such as the BSN for Dutch citizens).