

## Subject Access Request (SAR) Form

### Access to Personal Data

If we receive a Data Subject Request from an individual whose data we process on behalf of another party, we will inform them of such a request and work with both the third party and the individual to complete the request.

After we have confirmed your relationship with us and have the proper authorizations, we will provide you with information about whether we hold any of your personal data.

You have the right to access the personal data we have about you and you may request that it be corrected, amended, not processed, or deleted by following the directions in this Subject Access Request Form. We require all our requests to be in writing. We will respond to your access request within a reasonable time, under 30 days. We may require additional information from you to allow us to confirm your identity or find your personal data.

Please provide the following information:

### Details of the data subject

1. Full Name \_\_\_\_\_
2. Full Address \_\_\_\_\_
3. Postcode \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Email \_\_\_\_\_

### Are you the data subject?

\_\_\_\_\_ Yes, I am the data subject

\_\_\_\_\_ No, I am completing this 'on behalf' of the data subject

**If you are not the data subject, please complete this information on the person requesting the information**

1. Full Name \_\_\_\_\_
2. Full Address \_\_\_\_\_
3. Postcode \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Email \_\_\_\_\_
6. Relationship to Data Subject \_\_\_\_\_
7. I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:
  - a. Letter of authority
  - b. Lasting or Enduring Power of Attorney
  - c. Evidence of parental responsibility
  - d. Other (give details):

I am authority to receive the release information:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proof of data subject's identity**

We require two forms of identification uploaded to our portal at <https://goo.gl/ZThcNu>

1 of these:

Photo driver license  
Passport  
National identity card with photo

1 of these:

Bank statement  
Utility bill  
Other bill

**Details of the information requested and why you are requesting this information**

\_\_\_\_\_ All data

\_\_\_\_\_ Specific records or information

\_\_\_\_\_ Information from a specific date range

Why you would like this information? \_\_\_\_\_

Additional information to help us location your information (email date, person contacted, system, situation)

\_\_\_\_\_  
\_\_\_\_\_

### **Declaration of authenticity**

I \_\_\_\_\_, certify that the information given in this request to Velocity Global is true.

I understand that it is necessary for Velocity Global to confirm the data subject's identity (and mine if different) and it may be necessary to obtain more detailed information in order to insure it is accurate.

I also understand that the period of 30 calendar days in which Velocity Global must respond to the SAR will start only when they are satisfied they have the information required to process the request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Complaint Process**

If you have a complaint with how we have handled a SAR please let us know and we will try to fix it. You can email the Data Protection Officer (DPO), at [Privacy@VelocityGlobal.com](mailto:Privacy@VelocityGlobal.com) or by calling +1 (303) 309-2894.