

Data Subject Access Request Form

How to apply for personal data held about you by Euler Hermes South Africa

Under the EU General Data Protection Regulation (GDPR) you, as a data subject, can ask us to confirm if we hold personal data about you; for copies of records of personal data that we hold, share or process about you; the period of time for which your personal data will be stored; the identity of any recipients of your personal data; the logic of automatic data processing, and the consequences of any profiling; and any other information relating to your personal data. This is known under the GDPR as a data subject access request.

In order to deal with your request we can ask for proof of identity and enough information to enable us to locate the personal data that you request. Please complete this form and return it to us, or alternatively contact us in writing (post or email) to exercise your right to request the information described in this form, along with proof of your identity to:

***Euler Hermes Services South Africa PTY Limited
The Firs, 32A Cradock Avenue, Rosebank 2196
Marshalltown, 2107, South Africa***

Local data privacy email address: privacy.za@eulerhermes.com

We will acknowledge safe receipt and we will respond to your request within one month of your request, where possible.

Part 1: Person that the request relates to (the data subject)

Title: Mr / Mrs / Miss / Ms / Other

Surname:

Forenames:

Any other names that you are known by that may assist in the search:

Address:

Postcode:

Telephone:

E-mail:

Part 2: Proof of identity

Please include a copy of your identity card or passport and a proof of your VAT number.

This is to ensure that we are only sending information to the data subject and not to a third party that has not been authorized by you. If none of these are available, please contact privacy.za@eulerhermes.com for advice on other acceptable forms of identification.

Part 3: Information requested

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want.

I would like you to:

- Confirm if Euler Hermes South Africa processes my personal data
- Provide a copy of my personal data
- Provide supporting and explanatory material on the following as detailed below:
 - the purposes of processing
 - the categories of my personal data processed
 - the recipients, or categories of recipients of my personal data
 - the envisaged retention period of my personal data, or, if this is not possible, the criteria used to determine this period
 - my rights to rectification or deletion, to restrict processing or to object to processing, and to file a complaint to a data protection authority
 - information regarding the source of the personal data (if you did not collect this from me)
 - any automated decision making having legal or similar effects on me, as well as the logic involved and the consequences of the processing for me
 - where my personal data are transferred abroad, the appropriate safeguards relating to the transfer

I would like you to respond to my request and provide the information I have requested as follows:

- Post E-mail

If possible, please restrict your request to a particular policy, service, department, team, individual or incident. Please include time frames, dates, names or types of documents, any file reference, and any other information that may enable us to locate your data. For example, for e-mails, please provide the names of senders and recipients, and approximate dates.

Please continue on a separate sheet of paper, if necessary.

I, _____, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that Euler Hermes South Africa must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want. I understand that my request will not be valid until all of the information requested is received by Euler Hermes South Africa. I also understand that whilst this request is free of charge, if I request the same information again or make unfounded or excessive requests, Euler Hermes South Africa may charge a reasonable administrative fee to process my request.

Signature: _____

Date: _____