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## **Data Subject Request Form**

### **1. INTRODUCTION**

In this document, Kellton Tech sets out the format for requesting for the Data Subject Rights (DSR) under GDPR using which, Data Subjects can fill in the details and submit it to us through email at

[dataprotection@kellton.com](mailto:dataprotection@kellton.com)

It is to be noted that Data Protection Laws do not mandate you to fill this form, however, with this we can direct your request more efficiently.

### **2. DETAILS ABOUT YOU**

Official E-mail ID	
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The personal data required by this form is necessary to enable Kellton Tech to process your Data Subject Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the *EU General Data Protection Regulation* ('GDPR'). It may be shared with our legal and administrative teams for processing and preparing a response, subject to the EU Standard Contractual Clauses for our intra- group transfers, and it will be stored securely until the relevant procedures are completed.

### **3. ARE YOU THE DATA SUBJECT? (CHECK BOX THAT APPLIES)**

Data Subject is any identifiable or identified natural person. Please refer to *Art. 4 of the GDPR* for in-depth knowledge about the terminology.

☐ I am the Data Subject and my identity can be verified on the registered email address.

☐ I am not the Data Subject, but am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity.

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To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the GDPR.

The nature of the identification required will depend on the nature of your request and your relationship with Kellton Tech. For example, if you are a Kellton Tech employee, please provide your employee number or other work-related information that can be used to identify you. If you are a third party with no affiliation with Kellton Tech, please provide at least one form of identification sufficient to authenticate your identity.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

To help us respond to your Data Subject Request, please identify your relationship with Kellton Tech:

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If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested personal data.

#### **4. DETAILS OF THE PERSON MAKING THE REQUEST ON BEHALF OF THE DATA SUBJECT**

**(If you have selected 'I AM NOT THE DATA SUBJECT' option in Section 3, please proceed with this section else skip to Section 5)**

Full name	
Official Email address	

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**5. IDENTIFY WHAT RIGHT(S) YOU ARE PURSUING AND, IN THE SPACE PROVIDED BELOW, DESCRIBE THE SPECIFIC INFORMATION/ACTION YOU ARE REQUESTING.**

a) ☐ The Right of Access

[The details will help us locate the requested information]

b) ☐ The Right to Rectification

[The details will help us locate the requested information]

c) ☐ The Right to Erasure

[The details will help us locate the requested information]

d) ☐ The Right to Restrict Processing

[The details will help us locate the requested information]

e) ☐The Right to Data Portability

[The details will help us locate the requested information]

f) ☐The Right of Objection to Processing

[The details will help us locate the requested information]

Please note that if you are making a Data Subject Request and the information you requested reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you (in form of written authority from the data subject). In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Request fails to meet the requirements of the GDPR in whole or in part.

In most circumstances, Kellton Tech will provide you with a copy of the information requested free of charge. However, Kellton Tech may be permitted to charge a reasonable fee if a Data Subject Request is repetitive or manifestly unfounded or excessive. Kellton Tech also may charge a reasonable fee to comply with Data Subject Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

## 6. PREVIOUS DATA SUBJECT REQUESTS (IF APPLICABLE)

Date of Previous DSR	
Name under which the previous DSR was made	
Reference number of previous DSR	

## 7. WHAT HAPPENS NEXT

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Request and start processing your records. If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once Kellton Tech has all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of three months and inform you within one month of your request. We also will inform you of the reasons for the delay. If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

All information disclosed pursuant to a Data Subject Request is a file copy as originals are never provided.

## 8. DECLARATION

Please note that any attempt to mislead, may result in prosecution.

I confirm that I have read and understood the terms of this Data Subject Access Form and certify that the information given in this application is true. I understand that it is necessary for Kellton Tech to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** ..... **Date:** .....

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