

## Data Subject Access Request Form (GDPR) – Guidance Notes

Articles 15-22 of the [EU General Data Protection Regulation \(Regulation \(EU\) 2016/679\) \(GDPR\)](#) grant you certain rights with regard to your personal data held by Yolda, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

The [GDPR \(European General Data Protection Regulation\)](#) gives data subjects a number of rights regarding their personal data. These are:

- Art 15: Right of access (commonly DSAR: data subject access request)
- Art 16: Right to rectification (i.e. to correct personal data, or to complete incomplete data)
- Art 17: Right to erasure (right to be forgotten)
- Art 18: Right to restriction of processing
- Art 20: Right to data portability
- Art 21: Right to object to processing
- Art 22: Right to engage with automated decision making & profiling (Article 19 intentionally omitted, it does not confer an independent right)

Please submit your completed request form as an email attachment to [info@yolda.com](mailto:info@yolda.com)

We aim to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your Article 15-22 rights, the GDPR also grants you the right to make a complaint with the local data protection authority.

For more information on your data protection rights, see Yolda's Privacy Notice available at:

<https://www.yolda.com/wp-content/uploads/yolda-gmbh-privacy-policy-1.pdf>

Understanding the form:

### I. **Requester Name (Data Subject) and Contact Information**

Please provide the data subject's information by completing the form which accompanies these notes.

If you are making this request on the data subject's behalf, you should provide your name and contact information in Section III of the form. We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

### II. **Proof of Data Subject's Identity**

We require proof of your identity before we can respond to your request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license, national identification number card or similar, plus evidence of address such as a utility bill dated within the last 3 months, if your photo identification does not include address information. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact [info@yolda.com](mailto:info@yolda.com) for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to data, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

### **III. Requests Made on a Data Subject's Behalf**

Please complete section III of the form with your name and contact details if you are acting on the data subject's behalf.

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identifications such as a driver's license, national identification number card or similar, plus evidence of address such as a utility bill dated within the last 3 months, if your photo identification does not include address information.

If you do not have any of these forms of identification available, please contact [info@yolda.com](mailto:info@yolda.com) for advice on other acceptable forms of identification.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license, national identification number card or similar, plus evidence of address such as a utility bill dated within the last 3 months, if the data subject's photo identification does not include address information. If the data subject has changed their name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject and dated within the last 3 months, a certified copy of a Power of Attorney, or evidence of parental responsibility.

We may request additional information from you to help confirm your identity or the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

### **IV. Information Requested:**

**Please read our Privacy Policy available at <https://www.yolda.com/wp-content/uploads/yolda-gmbh-privacy-policy-1.pdf> relating to the type of request you wish to make, and then provide information by completing the form which accompanies these notes.**

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

We will contact you for additional information if the scope of your request is unclear or does not provide

sufficient information for us to conduct a search We will begin processing your access request as soon as we have verified your identity and have all of the information, we need