

**SUBJECT ACCESS REQUEST FORM****APPLICATION FOR ACCESS TO YOUR PERSONAL DATA HELD BY CANARY YELLOW LLC****YOUR SUBJECT ACCESS RIGHTS**

Subject to certain exceptions, you have a right to have access to and/ or correct any personal information our organisation holds about you (your “personal data”).

If you wish to make a Subject Access Request (“SAR”), please complete this form carefully and follow the instructions regarding the provision of proof of identity and details on how to return the form to us.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to us. You are not obliged to use this form, but if you do not, please ensure that all necessary information requested on this form is provided to us with the “SAR”.

You will usually not be required to pay a fee to raise this request, unless your request is manifestly unfounded or excessive. In those cases we may either request a reasonable fee to deal with the request or we may refuse to process the request.

**1. DETAILS OF THE DATA SUBJECT**

Title (MR, MRS, MISS, MS, OTHER – please write): \_\_\_\_\_

First Name (given name): \_\_\_\_\_

Last Name (family name): \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Gender (MALE, FEMALE): \_\_\_\_\_

Current Address (must not be PO box): \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. CONFIRMATION OF DATA SUBJECT – ARE YOU THE DATA SUBJECT?**

If you are not the data subject, please go to section 3.

If you are the data subject, please skip to section 5.

**3. DETAILS OF PERSON REQUESTING THE INFORMATION**

Title (MR, MRS, MISS, MS, OTHER – please write): \_\_\_\_\_

First Name (given name): \_\_\_\_\_

Last Name (family name): \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Current Address (must not be PO box): \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. RELATIONSHIP WITH DATA SUBJECT**

Please describe your relationship with the data subject that leads you to make this request on their behalf (using a separate sheet if necessary):

**5. AUTHORITY TO RELEASE INFORMATION**

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subjects signature below, or provide a separate note of authority. This must be an original signature, not a copy (tip: using blue ink often helps verification).

If the data subject lacks the capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship or power of attorney. I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679).

Signature of data subject:

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Date: \_\_\_\_\_

**6. PROOF OF IDENTITY**

In order to prove the data subjects identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.

In addition, if you are acting on the data subjects behalf, we also need to see evidence of your identity. Please send us two pieces of identification one from list A and one from list B below.

<b>List A (one from below)</b> Passport/travel document Photo driving license National Identity Card	<b>List B (plus one from below)</b> Utility bill showing current home address Bank statement
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**7. DETAILS OF THE DATA REQUIRED**

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly, including any relevant dates on which we would have obtained the personal data (continuing on a separate sheet if necessary):

## 8. DECLARATION

The information which I have supplied in this application is correct, and I am the person to who it relates or a representative acting on his/her behalf. I understand that Canary Yellow LLC may need obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative and date:

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Please return completed form by email to [PRIVACY@CANARY---YELLOW.COM](mailto:PRIVACY@CANARY---YELLOW.COM)

Or by international mail to:

Canary Yellow LLC  
913 N. Market Street, Suite 200  
Wilmington, DE 19801 USA  
Attn: Data Privacy Department

**Please note access requests sent via international mail may be slower due to delivery times.**