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| Rhenus Logistics Limited  Subject Access Request Form |

# Important Information

Rhenus Logistics Limited collects, holds, and processes certain personal data about our company **INSERT YOUR COMPANY NAME HERE** (“data subject”). As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) to find out about our use of your personal data as follows:

* Confirmation that your personal data is being processed by us;
* Access to your personal data;
* How we use your personal data and why;
* Details of any sharing or transfers of your personal data;
* How long we hold your personal data;
* Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

**No fee is payable under normal circumstances**. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

**Please complete the required information overleaf** and return it to us **[**by email**] to** [**GDPRmanagement@uk.rhenus.com**](mailto:GDPRmanagement@uk.rhenus.com)**.**

You do not have to use this form, but this would preferable so we at Rhenus can be completely transparent on our requests, whom is requesting and signing for access.

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

**We will aim to respond to all subject access requests within 40 days of receipt** and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

**If you are making a subject access request on someone else’s behalf**, for reasons that they are unable to do so themselves, please contact Data Protection Manager at [**GDPRmanagement@uk.rhenus.com**](mailto:GDPRmanagement@uk.rhenus.com)before making your request.

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Your Details

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| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |

# Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request under the GDPR for personal data collected, processed, and held about you by us that you are entitled to receive.

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**\*ONCE FILLED PLEASE PRINT OFF TO SIGN, THIS NEEDS ORIGINAL SIGNATURE.**

# Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form**. You warrant that you are the individual named and will fully indemnify Rhenus Logistics Limited for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

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| Print Name: |  |
| Signature: |  |
| Date: |  |