

Data Subject Access Request Form

You should complete this form if you want us to provide you with a copy of any personal data we hold about you. You are entitled to receive this information under the Data Protection Act 1998 (DPA) and will continue to be under the EU General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

If you have any clarifications with this form, please contact

Data Protection Officer-
 Genpro Research Private Limited
 Second Floor, Nila Buidling,
 Technopark
 Trivandrum-695581
dpo@genproresearch.com

1) Details of the person requesting information

Name	
Address	
Contact Number	
Email Address	

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

Data Subject Access Request Form

- a) Proof of Identity Passport, photo driving licence, national identity card, birth certificate.
- b) Proof of Address Utility bill, bank statement, current driving licence, local authority tax bill

2) What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure 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.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR to charge a fee or refuse the request if it is “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Data Subject Access Request Form can either be sent via below mentioned email or by post to,

DPO
Genpro Research Inc
Second Floor, Nila Building
Technopark Campus
Thiruvananthapuram, Kerala – 695581
India

privacy@genproresearch.com

dpo@genproresearch.com

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3) Declaration

By signing below, you confirm that you are the data subject named in this Subject Access Request Form. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to to Genpro Research is true. I understand that it is necessary for Genpro Research to confirm my identity and it may be necessary to obtain more detailed information to locate the correct personal data.

Name	
Signature	
Date	