



DATA SUBJECT REQUEST APPLICATION FORM

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and applicable local legislation.

Preliminary notes:

- In order to respond to a request for personal data, GDPR requires us to verify you are actually eligible to make the request. Depending on the nature of your request and the personal data we hold on you, this may require you to provide us with adequate proof of identity as explained below.
- Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.
- You may contact our Data Protection Officer to assist you in the completion of this Form via privacy@larian.com.
- A copy of our Public Privacy Policy is available at: <https://larian.com/privacy>

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. We will only keep a copy of these documents until your request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

You are not obligated to complete this form to make an initial request but doing so will make it easier for us to process your request promptly. If you do not use this form, we might require you to do it anyway, e.g. to allow us to verify your identity. Whether we need this or not will i.a. depend on the nature of your request.

For purposes of this form, the “data subject” is the individual whose personal data is being requested. This may be you, or another individual who you are acting on behalf of.

SECTION 1: Details of the person requesting information

The following information is required to fulfil your request:

Full Name	
Email address	

You may also provide us with the following additional information if you deem this relevant for your request (optional):

Address	
Contact phone number	
Larian account name	

If you find this relevant to your request and in order to expedite requests, please provide us with the following information by sending a photocopy or scanned image (do not send the originals) of one or both of the following:

- 1) Proof of Identity: copy of identity card, passport, driver’s licence, or birth certificate (please strike out any irrelevant information on the photocopy).
- 2) Proof of Address: copy of utility bill in your name, bank statement, credit card statement (no more than 3 months old); local authority tax bill, tax document (no more than 1 year old). (please strike out any irrelevant information on the photocopy).

Please note that, if you would not provide us with this information as part of this request, we might require you to do so, in order to ensure that we are upholding our obligations to protect personal data before we can carry out a request. If we cannot appropriately verify that you are who you claim to be, we may be unable to move forward with your request or may have to deny your request until verification is provided. Our assessment in this matter will be based on the data we hold about the relevant data subject, and we will contact you accordingly.

SECTION 2: Is your request related to your own data ?

Please strike through the non-appropriate text and read the instructions which follow it.

- YES: I am the data subject (please go to section 4)
- NO: I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity (see below). (please go to section 3)

SECTION 3 Details of the data subject (if different from section 1)

The following information is required to fulfil your request:

Full Name	
Email address	

You may also provide us with the following additional information if you deem this relevant for your request:

Address	
Contact phone number	
Larian account name	

If you find this relevant to your request and in order to expedite requests, please provide us with the following information by sending a photocopy or scanned image (do not send the originals) of one or both of the following:

- 1) Proof of Identity: copy of identity card, passport, driver's licence, or birth certificate (please strike out any irrelevant information on the photocopy).
- 2) Proof of Address: copy of utility bill in your name, bank statement, credit card statement (no more than 3 months old); local authority tax bill, tax document (no more than 1 year old). (please strike out any irrelevant information on the photocopy).

Please note that, if you would not provide us with this information as part of this request, we might require you to do so, in order to ensure that we are upholding our obligations to protect personal data before we can carry out a request. If we cannot appropriately verify that you are who you claim to be, we may be unable to move forward with your request or may have to deny your request until verification is provided. Our assessment in this matter will be based on the data we hold about the relevant data subject, and we will contact you accordingly.

SECTION 4: What information are you seeking?

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past. Be sure to include the capacity in which you had dealings with us (e.g. as a current/previous employee, customer or supplier) and provide us with any reference numbers relating to your contact with us in the past.

If you can remember, please tell us the relevant period of time or timelines in which you were in contact with us.

Please note that if the information you request, reveals details directly or indirectly about another person we will have to take additional steps before disclosing that information (such as obtaining the other person's consent). In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information or all of the information to you, in which case you will be informed promptly and given full reasons for that decision.

As part of carrying out your request, we will evaluate the effort, feasibility, and costs required. It is our intent to always strive to fully carry out requests, however, depending on the circumstances, we may have to charge a reasonable administrative fee, or may be unable to carry out your request if such request proves to be manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please check the box below, confirming what you would like to know:

Which personal data do we have of you ?	
Why we are processing your personal data ?	
To whom your personal data is being disclosed ?	
How we got your personal data ?	
How long we keep your personal data ?	
Other ? <i>Please specify what you would like to know</i>	

SECTION 6: Additional requests regarding the personal data

Does your request also relate to one of the other rights that may be available to a data subject depending on citizenship and/or local law ?

If so, please tick the box below to confirm what you would like to see happen:

Rectification of inaccurate personal data	
Restricting the processing of personal data	
Objecting to the uses of personal data	
Transfer of the personal data	
Withdrawing prior consent	
Erasing your personal data	

We may require additional information to understand and carry out these requests.

In order to assist us, please explain and provide details about the request you would like us to fulfil in the box below. E.g. if you want your data to be transferred, write below to whom we should transfer the data and include their coordinates.

SECTION 7: Declaration

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

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for the company 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

Please return the completed form to:

privacy@larian.com

Please remember to check that you have:

- 1. Completed the Data Subject (DSR) Request form in full YES/NO
- 2. Signed and dated the Declaration YES/NO
- 3. Provided us with sufficient details to locate your personal data YES/NO
- 4. If relevant, provided Proof of Identity and Proof of Address YES/NO
- 5. Clearly identified the nature of your request YES/NO