**Individual Rights Request Form**

**Application to exercise your Individual Rights regarding the way the RMSI Private Limited holds your personal data**

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| **Your Individual Rights**  You have various rights like right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object and the right not to be subject to a decision based solely on automated processing rights regarding the way RMSI holds personal data. If you wish to exercise these rights, please select the relevant option.  How would you describe your relationship with the RMSI?  I am a customer  Authorized representative of a customer  I am a former employee of the RMSI    Tell us what you would like to do:  I would like to know what personal data RMSI processes about me    I would like RMSI to update/rectify records held about me    I would like RMSI to delete or stop using my personal data  Please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to the RMSI.  The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to RMSI. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to RMSI.  You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply. |

The term “data subject” refers to the person about whom the information is being requested

**Section 1 – Details of the data subject**

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| --- | --- |
| RMSI- Invoice no./ Letter no./ Emp. ID/ Ex. Emp. ID  (if known/applicable) |  |
| Title (please tick one) | 🞏Mr 🞏Mrs 🞏Miss 🞏 Ms   Other 🞏 …………………………………… |
| Full Name |  |
| Date of Birth (dd/mm/yyyy) (Optional) |  |

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| Current Address (must NOT be a PO box address) (Optional) |  |
| Telephone number (Optional) |  |
| Email address |  |

**Section 2 – If an authorized representative is applying on behalf of Data Subject to release information**

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| A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject’s signature below, or provide a separate note of authority. This must be an original signature.  If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 18 or a power of attorney. I hereby give my authority for the representative named in Section 2 of this form to make a Subject Access Request on my behalf. | |
| Signature of Data Subject:  ……………………………………………….. | Date:  ……………………………………………….. |

**Section 3 – Proof of Identity.**

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| In order to prove the data subject’s identity, we need to see valid Govt. issued ID card. Please do not send originals.  In addition, if you are acting on the data subject’s behalf as an authorized representative (e.g., Solicitor) we will need a letter of authority signed by the data subject confirming that you are authorized representative.  If you are acting on the data subject’s behalf as a personal representative, we will need a letter of authority signed by the data subject confirming that you are their representative. We also need to see evidence of your identity. |

**Section 4 – Details of the data required**

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| Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary): | |
| Are there any specific dates you require this information to relate to?   Please state: ………………………..………………………..………………………..………………………..………………………..…………  ……..………………………..………………………..………………………..………………………..………………………..…… |  |

**Section 5 – Declaration**

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

**Signature of Data Subject/Representative: ……………………….. Date:…………………**

Please return the completed form to:

[DPO@rmsi.com](mailto:DPO@rmsi.com)

Or to below address in-case asked to send hardcopy

The Data Privacy Officer

RMSI Private Limited

A-8, Sector 16,

Noida – 201301

India

**Voluntary Information**

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| It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don’t have to provide any reason and it will have no bearing on the processing of your subject access request):  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… |