

CONFIDENTIAL LAIDLAW & CO. DATA SUBJECT GDPR RIGHTS EXERCISE FORM

1. Client Information

Client Name: _____

Client Phone Number*: _____

Client Data Delivery Destination: _____

* The client will be called to verify the request.

2. Exercised GDRP Rights Requests and Related Data

GDPR right(s) client wishes to exercise:

- | | | |
|---------------------------------|---|--|
| <input type="checkbox"/> Access | <input type="checkbox"/> Rectification / Correction | <input type="checkbox"/> Erasure / Right to be forgotten |
| <input type="checkbox"/> Object | <input type="checkbox"/> Restrict processing | <input type="checkbox"/> Automated decision making and profiling |

Specific related activities and data to the request:

3. Disclosures

Laidlaw will responded all requests within thirty (30) days. This period may be extended upon notice two more months for complex or numerous requests.

The processing of the request is free of charge, but Laidlaw may want to reserve the right, as allowed under the GDPR, to charge a reasonable fee to cover certain administrative costs or for handling manifestly unfounded or excessive requests

The information is processed solely for the purpose of validating their identity and answering their request.

The information is shared only with the party(es) needed to answer the request.

The information will be deleted immediately after processing the request.

The information is handled in compliance with GDPR.

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Remainder of document to be completed by Laidlaw staff

4. Form Submission to DPO

Laidlaw Associate: _____

Date of GDPR Rights Exercise Request: _____

Date Submitted to DPO: _____

5. Confirmation of Data Subject Identification and Rights Exercise

Confirm contact information provided matches existing data: _____

Confirm rights exercise relate to a data subject: _____

Contact the data subject to confirm rights exercise*: _____

*Confirm the data subject is informed of all disclosures.

6. Completion of Rights Exercise

Completion date of rights exercise completion date: _____

Date of delivery to client or the destination of their choosing: _____

Date of notification to data subject of completion: _____

Charges of reasonable fees to cover certain administrative costs or for handling manifestly unfounded or excessive requests: _____

Signature: _____

Name: _____

Date: _____