

## DATA SUBJECT ACCESS REQUEST (SAR) FORM

Please provide the following details about yourself:

Full name .....

Address .....

.....

Tel No ..... Fax No .....

E-mail: .....

Date of Birth: .....

Employee ID: .....

### FEE

There is no fee for a Subject Access Request, however, your request must be reasonable and proportional as to not overburden the organization with overly broad requests that would be financially prohibitive to address.

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1. Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required (e.g. photocopy of your government issued ID such as a driver's license or passport). (Please go to 3 below.) Please note that any documentary evidence provided by you to prove your identity will be used solely for the purpose of verifying your identity, and by signing this form and providing such evidence you are providing us with your consent to use such evidence for verification purposes. We will keep these documents only as long as necessary to verify your identity, after which time we will permanently delete or return to you any such evidence provided by you.

If not, please supply the written consent of the data subject (no data will be provided without the written consent of the data subject) and supply their details as follows:

Full name .....

Address .....

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Tel No ..... Fax No .....

E-mail: .....

2. Please briefly explain why you are requesting this information rather than the data subject.

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3. Please describe in as much detail as possible the information you seek including the date ranges and types of data together with any other relevant information to help us identify the information you require.

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4. Please describe the format in which you would like to receive this data.

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ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].

I ..... confirm that the information given on this application form to Advantage Solutions ("Advantage") is true, and I understand that Advantage may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature: .....

Date: .....

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Please return the completed form to [privacy@advantagesolutions.net](mailto:privacy@advantagesolutions.net) along with the following:

- a) Evidence of your identity(ies).
- b) Evidence of the data subject's identity (if different from (a)).
- c) Stamped addresses envelope for return proof of identify/government issued ID. (if sending by mail)