

REQUEST FORM – DATA SUBJECT ACCESS

Version March 2022

Your Subject Access Rights

You are entitled to know what information we hold, share, or use about you. In order to deal with your request, we may ask for proof of identity and enough information to enable us to locate the personal data that you request.

The purpose of this form is to ensure that all the necessary information to complete your request is provided to us. You are not obliged to use this form; however, if you do not, kindly ensure that all the necessary information on this form is otherwise provided to us. You will not usually need to pay a fee to access your personal data; however, if the subject request is manifestly unfounded, excessive, or repetitive, then we may either refuse to grant your request, by giving you a reason thereof, or charge a reasonable fee for complying with your request.

Please complete this form and return it to us to security-privacy@learnworks.com. We will acknowledge safe receipt of your request and respond with the requested information within either one (1) month, or three (3) months, with an explanation on the reason why such extension is necessary, if the request is complex. In either case, we shall respond to your request within one (1) month.

Part 1 - Information of person to whom the request relates to (the 'Data Subject'):

- Name:
- Email address:

Part 2 - Proof of identity:

You must send an email from the email address used in your account to security-privacy@learnworks.com describing your request.

Part 3 - Information requested:

To help us process your request quickly and efficiently, please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams, individuals, or incident.

Kindly include time frames, dates, names, types of documents, any file reference, and any other information that may enable us to locate your data (for example: for e-mails, the names of senders and/or recipients, and approximate dates).

(Please continue on a separate sheet, if necessary)

Part 4 - Acknowledge and signature:

I, _____, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that Learnworks.com must confirm proof of identity and that it may be necessary to contact me again for any further information related to my identity and/or to locate the personal data I want.

I also understand that my request will not be valid until all of the information requested is received by Learnworks.com.

Signed: _____

Dated: _____