The following information is needed to identify you and the personal information we may hold on our systems. Without this information we are unable to action your request.

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Company name |  |
| Email address |  |
| Contact telephone |  |
| Company address |  |
| Your contact at Autodata (if applicable) |  |

# Please confirm what you are requesting

[ ]  **Subject Access Request** (confirmation of the personal data we hold)

[ ]  **Deletion of personal data we hold** (we will delete applicable personal data)

[ ]  **Subject access request and deletion** (confirmation of the personal data we hold, and we will delete applicable personal data)

[ ]  **Other** (please specify below)

|  |
| --- |
|  |

Once this form is processed we will confirm what other details we may require to complete the request.

# How to make a request

To make a request email this completed form to GDPR@autodata-group.com

# What happens next

You will receive a confirmation of receipt. This will be followed by further communication once your request has been reviewed. At this point we will also confirm if any part of your request cannot be processed and the reason why.

Any legitimate request will require verification of ID and will be processed within one calendar month from the date your request has been identified and confirmed as such.