

Data Subject Access Request Form

We recommend that you submit your request using this form so that we can properly identify you and your information, determine the nature and details of your request and, where reasonably possible, expedite your request. We will respond to you within one month from the latest of the following:

- a) Our receipt of your written request
- b) Our receipt of any further information we may ask you to provide to enable us to comply with your request

We will acknowledge the receipt of your application in writing and will provide you with a reference number which we will use in all future communications with you.

PLEASE COMPLETE ALL FIELDS AS FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY CAUSE A DELAY IN FULFILLING YOUR REQUEST.

Section 1: Information about you or the individual whose information is being requested

Note: We will only release information to the person that the information relates to. If the request is being made by an authorized representative – the authorized representative must also complete Section 3 below.

*indicates a mandatory field

Title	
First name*	
Surname*	
Any other applicable names	
Date of Birth* (dd/mm/yyyy)	
Current address* (number, street name, city, country, post code)	
Previous address (if relevant to the request)	
Telephone number*	
Email address*	
Preferred contact/response method (select one)*	BY POST BY EMAIL
Customer number, product registration, order number or other reference number (if applicable/available)	
If you are a current or previous Electrolux employee, please provide your Employee number	

Section 2: Proof of Identity

To ensure that we are releasing data to the right person, we require you (or your authorised representative) to provide us with proof of your identity. Please provide us with a photocopy or scanned image (do not send originals).

For customers/authorized representatives: Proof of identity can be verified by, for example, the following types of information/documentation:

- Photo ID (e.g. driving licence, ID card)
- Electrolux Account Number
- Valid email address on file at Electrolux
- Proof of address (e.g. prior correspondence from Electrolux, utility bill)

For employees/previous employees: Proof of identity can be verified by, for example, the following types of information/documentation:

- Photo ID (e.g. Electrolux badge, driving licence, ID card)
- Employee number
- Hire date

We reserve the right to refuse requests whereby we are unable to confirm your identity. If you do not have a photo ID copy, we may in exceptional circumstances accept alternatives for consideration. In certain circumstances we reserve the right to request additional documentation to verify your identity or address. We will notify you if this is the case.

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Please check this box if you are an Authorized Representative making a request on behalf of the above individual [NOTE: if this box is checked, the fields below marked *are mandatory]

Section 3: Authorized Representative (if applicable)

(If completed, Electrolux will only reply to the address/email address in this section)

Name of Representative*		
Company Name (if applicable)		
Address & Postcode*		
Telephone number*		
Email address*		
Preferred contact/response method (select one)*	BY POST	BY EMAIL

Proof of the Representative's Identity

Representatives must attach proof of identity as listed in Section 2 above.

Proof of Representative Authority

Please attach proof of authority to request the information on behalf of the individual whose information you are requesting (e.g. signed authorisation letter from the individual, notarised Power of Attorney, or other authorization notice).

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Section 4: Details of information being requested:

You have the right to access and receive a copy of the Personal Data we hold about you. This process will provide you with the Personal Data we hold about you, and information relating to you, in manual or electronic form. Information relating to third parties which may be part of a record or other information exempt under applicable law(s) will not be provided or will be redacted (blacked out).

Date range of the data requested*	Start date: (dd/mm/yyyy)	End date: (dd/mm/yyyy)
This will help us find the information you are looking for quickly and ensure that we are not sending you information you don't want.		

Type of data requested*	
Please describe the type of information you are requesting. Please be as specific as possible. General requests or requests for 'all' data may be refused or may be subject to additional clarification.	

Note: some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies. Electrolux is also the 'data controller' for certain information held by other bodies which are contracted by Electrolux in connection with the conduct of specific business activities. This is likely to be the case if, for example, your home appliance was serviced.

Section 5: Other information/comments

<i>Please provide any additional information you wish to share with us in support of your request here</i>
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Section 6: Declaration

The information supplied in this request is correct and I am the individual to whom it relates or the authorized representative of that individual. I understand that Electrolux may need to obtain further information from me/my representative in order to comply with this request. Please *type* your name below (your e-signature) or sign if you are mailing the form to us.

Signature/e-Signature of Applicant:	Date:
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Before submitting this form, please check the following for completeness:

- Is your contact information correct?
- Have you enclosed acceptable proof of identity?
- If you are an authorised representative, have you enclosed acceptable proof of authority?
- Have you completed all the relevant sections?
- Have you signed the form?

If, after you have received the information you have requested, you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose for which you were unaware; or
- We have shared inaccurate information about you with someone else;

please contact the Data Protection Officer at privacy@electrolux.com.