



Subject Access Request (“SAR”) Form

If you are an EU/UK resident, please complete this form if you want Altus Group and its affiliates (“**Altus Group**”/ “**we**”) to administer a subject access request for you in accordance with the EU General Data Protection Regulation (“**GDPR**”), which is effective as of 25 May 2018.

Please tick the box to indicate the type of request you are making.

Access Rectification Object Restriction Information Portability Erasure

We will endeavour to respond promptly to your request and in any event within the legally permitted periods set out in the GDPR, starting from the later of:

- Altus Group’s receipt of your written request; or
- Altus Group’s receipt of any further information requested to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request and will be retained for legal purposes.

Details of the person requesting the information.

First Name _____

Last Name _____

Street Address _____

Address line 2 _____

City _____

County / State / Region _____

Post Code _____

Email _____

Proof of Identification type (ex: passport, etc)

Telephone _____

Please provide additional details related to this request (e.g. rectification instructions):

By signing the below and submitting this request, I am consenting to Altus Group and its affiliates contacting me for the purposes of complying with this subject access request. I represent and warrant that I have the authority to make this request. I also understand and agree that this request and associated data will be retained by Altus Group or its affiliates as a record evidencing its processing of this request.

Signature _____

Date _____

Submit this form and a copy of your proof of identification to GDPR-SAR@altusgroup.com for processing.