

Data Subject Access Request Form

You should complete this form if you want Coreva Scientific GmbH & Co KG (from here on Coreva Scientific) to supply you with a copy of any personal data we hold about you. If you are a resident of an EU country, or if other criteria are met, you are likely entitled to receive this information under the EU General Data Protection Regulation (GDPR). On request, we will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within 30 days of receipt of the latter of:

- Your written request; or if required
- Further information we may require to enable us to properly answer your request

The information you supply in this form and as part of this process will only be used for the purposes of identifying the personal data you are requesting and responding to your request. Your request and information provided will be stored in our Data Requests log in Germany and may be made available to relevant authorities as required by law.

Section 1: Details of the person requesting information

First Name	
Last Name	
Address of residence	
Country of residence	
Email address	
Contact phone number	

Section 2: Are you the data subject?

- YES:** I am the data subject. I enclose proof of my identity (see below). Please skip section 3 and go to section 4.
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. If we are not satisfied that we can guarantee that you are who you claim to be, we reserve the right to refuse to grant your request. To

help in this, you must supply us with a photocopy or scanned image (do not send the originals!) of both of the following:

- 1) Proof of identity: Passport, photo driving licence, or national identity card.
- 2) Proof of Address: utility bill, bank statement, credit card statement (no more than 3 months old);

Section 3: Details of the data subject (if different from section 1)

First Name	
Last Name	
Address of residence	
Country of residence	
Email address	
Contact phone number	

Section 4: what information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require, i.e. any name changes or context of data provision to Coreva Scientific.

Please note that if the information you request would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we reserve the right in accordance with article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.

Section 5: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this data subject access request form and certify that the information given in this application to Coreva Scientific is true. I understand that it is necessary for Coreva Scientific to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed.....

Date.....

Please return the completed form to **The Data Protection Officer** by:

Post to

Coreva Scientific GmbH & Co KG,
Kaiser-Joseph-Str. 198-200, 79098
Freiburg im Breisgau,
Baden Württemberg, Germany

-- We recommend using registered mail --

Email to

gdpr@coreva-scientific.com

Correcting information

If after you have receive 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 of which you were unaware;
- We may have passed inaccurate information about you to someone else;

Then you should notify our Data Protection Officer at once.

For Coreva Scientific Use only:

Date received		Signed:
Date acknowledged		Signed:
Identity confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signed:
Consent verified (if on behalf of the data subject)	<input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)	Signed:
Access granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date
		Signed: