

**DATA SUBJECT DISCLOSURE FORM**

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| Please complete and send by email to  **privacy@sessionguardian.com** |
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| This Data Subject Disclosure Form is addressed to the person identified below because of completing the Data Subject Access Request Form. |
| **Data Subject’s Full Name** | **Data Subject’s Date of Birth** |
|   |   |   |
| **Data Subject’s Current Address** |
|  |   |   |
| **Purpose of processing** |
|  |  |
| **Recipients, or categories of recipients**  |
|  |
| **Retention period** |
|  |  |
| **Source of the data (if not collected from the data subject)** |
|  |
| **Any** **regulated automated decisions taken**  |
|   |
| **Response to Data Subject Access Request** |
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| **Reasons for not disclosing information to the Data subject** |
| The information relates to an individual or individuals other than the data subject. | ☐ |
| A similar or identical request in relation to the same data subject was previously complied with within a reasonable time period. Since there is no significant change in personal data held in relation to that data subject, any further request made within a six-month period of the original request is considered to be a repeat request. Company does not normally provide further copies of the same data, nor is required to provide copies of documents which are already in the public domain. | ☐ |
| Personal data are held in relation to a data subject that is in the form of an opinion given in confidence or protected by copyright law. | ☐ |
| The information is considered privileged or confidential (e.g., a direct communication between a client and his/her lawyer). | ☐ |
| The information is kept only for the purpose of statistics or research, and the results of the statistical work or research are not made available in a form that identifies any of the individuals involved. | ☐ |
| The purposes related to the individual’s rights under data protection legislation: requests made for other, non-data protection purposed can be rejected. | ☐ |
| **As a Data subject, you have the following rights:** |
| * Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
* Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
* Right to restriction of processing – where certain conditions apply, to have a right to restrict the processing.
* Right to object to processing – you have the right to object to certain types of processing such as direct marketing.
* Right to lodge a complaint – if you are not satisfied with how your personal data is being processed by Company (or third parties), or how your complaint has been handled, you may lodge a complaint directly with the supervisory authority and Company data protection representatives (IS & IT Manager)
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| **Name of the Person****Title****Company Name**  |
| **Date:** **Signature:**  |