

**The General Data Protection Regulation 2016 (GDPR)**  
**Data Subject Request Form**

Under the GDPR, subject to certain exemptions, individuals (data subjects) have (or they may authorise someone to act on their behalf) certain rights in relation to the information/data about them which Europcar Group UK Limited may hold. To assist us in dealing with such a request please complete this form and return it together with the information set out in section 8 below to the Director of Legal Services, Europcar Group UK Limited, James House, 55 Welford Road, Leicester LE2 7AR.

1. Please provide the following details about yourself:

Full name .....

Address .....

.....

Post Code .....

Tel No .....

E-mail .....

Rental Agreement No (if applicable) .....

Driver ID (if applicable) .....

Other relevant information to assist us with your request .....

.....

2. Does your request relate to information/personal data we hold about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or a photocopy of the same) and a stamped addressed envelope for returning the document. (Please go to 4, 5 or 6 below)

If not, please supply the written consent of the data subject (or written proof that you are authorised to act on their behalf), together with documentary evidence of their identity as above, documentary evidence of your identity as above and supply details of the data subject as follows:

Full name .....

Address .....

.....

Post Code .....

Tel No .....

E-mail .....

Rental Agreement No (if applicable) .....

Driver ID (if applicable) .....

Other relevant information to assist us with your request .....

3. Please briefly explain why you are making this request rather than the data subject:

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**4. RIGHT TO ERASURE (Article 17 GDPR)**

(A) Please describe the information/personal data that your request relates to:-

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(B) Please identify the ground(s) on which your request to erase the information/personal data is based:-

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed
- I withdraw my consent on which the processing is based. There is no other legal ground for the processing
- I have exercised my right to object to the processing which was undertaken for direct marketing purposes
- The personal data have been unlawfully processed
- Erasure is required by applicable law

**5. RIGHT TO RECTIFICATION (Article 16 GDPR)**

(A) Please describe the information/personal data that your request relates to

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(B) Please describe any inaccuracies in the information/personal data and how these should be corrected (if applicable)

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(C) Please describe any incomplete information/personal data and how this should be completed (if applicable)

**6. RIGHT TO RESTRICT PROCESSING (Article 18 GDPR)**

(A) Please describe the information/personal data that your request relates to

(B) Please identify the ground(s) on which your request to restrict processing is based:-

- I contest the accuracy of the personal data
- The processing of the personal data is unlawful however I oppose the erasure of the personal data and request restriction of its use instead
- While Europcar Group UK Limited no longer needs the personal data for the purposes of the processing, I require the personal data to establish, exercise or defend legal claims

**7. ALL APPLICANTS MUST COMPLETE THIS SECTION** (Please note that any attempt to mislead may result in prosecution).

I confirm that the information given by me on this Subject Access Request Form to Europcar

Group UK Limited is true, and I understand that Europcar Group UK Limited may need more information to confirm my identity/that of the data subject and to locate the information to which my request relates.

Signature .....

Date .....

8. Please return the completed form to the Director of Legal Services, Europcar Group UK Limited, James House, 55 Welford Road, Leicester LE2 7AR along with the following:

- a) Evidence of your identity(ies).
- b) Evidence of the data subject's identity (if different from (a)).
- c) Stamped addressed envelope for return of proof of identity and, where applicable, authority document.

Whilst Europcar Group UK Limited must respond to your request within 30 days, please note this time period does not begin to run until all of the above has been received.

**Document History**

<b>Version</b>	<b>Version Control</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Department</b>
1.0	718C/1/05/18	24/5/18	Creation of Document	Legal