

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

Under Article 15 of the GDPR, subject to certain exemptions, individuals (data subjects) have the right to access the information/data about them which Europcar Group UK Limited may hold or authorise someone to act on their behalf. To assist us in dealing with a request for such information please complete this form and return it together with the information set out in section 6 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. Are you requesting information 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 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)

3. Please briefly explain why you are requesting this information rather than the data subject:

.....
.....
.....

4. Please describe the information you seek together with any other relevant information to help us identify the information you require:

.....
.....
.....

5 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 that I am requesting.

Signature

Date

6. 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 for information within 30 days, please note this time period does not begin to run until all of the above has been received.

Document History

Version	Version Control	Date	Summary of Changes	Department
1.0	718A/1/05/18	24/5/18	Creation of Document	Legal