DATA SUBJECT/DATA PRINCIPAL RIGHTS FORM

A. General Mandatory Information

*(Please note that this part of the form is common for both sections B & C and should be filled carefully)*

1. **Data Subject/Data Principal details**

|  |  |
| --- | --- |
| Full name |  |
| Contact number |  |
| Email |  |
| Current Location |  |
| Location (while your data was processed by Escorts Kubota Limited (India)/ (Escorts Kubota Limited Poland)) |  |

1. **Data Subject/Data Principal whose information is being requested (mark “Yes/No”)?**

|  |  |
| --- | --- |
| Options | Yes/No |
| Data Subject/Data Principal’s own (Answer question 5) |  |
| Someone Else’s (Answer question - 3 & 4) |  |

1. **If the request is made on behalf of the data subject/data principal**

|  |  |
| --- | --- |
| Full name |  |
| Contact number |  |
| Email |  |
| Current Location |  |

1. **What is the relationship between this person with the data subject/data principal? “I am the….”**

|  |  |
| --- | --- |
| Relationship with data subject/data principal | Yes/No |
| Mother |  |
| Father |  |
| Guardian |  |
| Carer |  |
| Legal Representative |  |
| Other (please explain below) |  |
|  | |

1. **Relationship with Escorts Kubota Limited & Proof of ID**

What is your relationship (existing or previous) with Escorts Kubota Limited? Please select “Yes/No” from the below options as applicable.

|  |  |
| --- | --- |
| Relationship with Escorts Kubota Limited | Yes/No |
| Employee |  |
| Third-party / Contractor |  |
| Intern |  |
| Customer |  |
| Other (please explain below) |  |
|  | |

Documents supplied as **proof of your ID** (Go to “Insert” tab and add attachment through “Object” button)

|  |  |
| --- | --- |
| Proof of ID | Attachment |
| Any government ID proof with photo id |  |

1. **Proof of entitlement**

If the request is being made on behalf of someone then please provide certified copies of proof of entitlement, such as.

|  |  |
| --- | --- |
| Relationship with data subject/data principal | Yes/No |
| Power of attorney or guardianship |  |
| Letter of Authority |  |
| Lasting or Enduring Power of Authority |  |
| Evidence of parental responsibility |  |

B. SUBJECT/PRINCIPAL ACCESS REQUEST

1. **Specific types of personal data**

Please provide details below of any specific items of personal data that the data subject/data principal wants to see as part of this **Subject/Principal Access Request** and corresponding details available with Escorts Kubota Ltd

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|  |

1. **Format of information**

Data Subject/Data Principal wishes to receive the information:

|  |  |
| --- | --- |
| Mode to receive information | Yes/No |
| Electronic format via email |  |
| Hard copy via post |  |
| Collect the information in person |  |
| View a copy of the information at Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) premises |  |

C. REQUEST OTHER THAN FOR DATA SUBJECT/DATA PRINCIPAL ACCESS REQUESTS

1. **Right to rectification** - Data Subject/Data Principals have the right to have inaccurate personal data about themselves rectified.

Please provide details of the data that the data Subject/data Principal wishes to be rectified below, together with an explanation as to why the data has to be rectified.

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1. **Right to erasure** (“right to be forgotten”)

Data Subject/Data Principals have the right to the erasure of personal data where certain grounds apply. Please indicate which of the following grounds the data subject/data principal is relying upon.

|  |  |
| --- | --- |
| Grounds of request | Yes/No |
| Data Subject/Data Principal believes that their personal data are no longer necessary to be kept by Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) in relation to the purposes for which they were collected or otherwise processed. |  |
| Data Subject/Data Principal wishes to withdraw your consent to Escorts (India)/ Escorts (Poland) processing your data, and they believe that Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) relies solely on that consent and has no other legal ground for processing that data. |  |

Please provide full details of the data that the data subject/data principal believes should be erased and appropriate action details are taken by Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) to erase the data.

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1. **Right to Object to Processing**

Data Subject have the right to object to Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) processing their personal data where Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) process their data based on one of the reasons set out below and cannot justify doing so (please select the option(s) that apply).

|  |  |
| --- | --- |
| Grounds of Request | Yes/No |
| Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) processes data subject’ data on the grounds that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) and you contend that either:   * Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) have no compelling legitimate grounds for that processing which override the interests, rights and freedoms of the data subject, or * Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) have no compelling legitimate grounds for that processing for the establishment, exercise or defence of legal claims |  |
| Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) process the data on the grounds that it is necessary for the purposes of the legitimate interests pursued by Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland). You contend that such interests are:   * Not legitimate, or * Overridden by your interests or fundamental rights and freedoms as the data subject/data principal. |  |
| You object to Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland) processing your data for the purposes of direct marketing. |  |

Please provide full details of the personal data that this request is in respect of. Also, describe the action taken by Escorts Kubota Limited (India)/ Escorts Kubota Limited (Poland)

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1. **Right to restriction of processing** - Data Subject/Data Principals have the right to ask for restriction of processing of their personal data.

Please provide details of the data that the data subject/data principal wishes to be restricted below, together with an explanation as to why the data has to be restricted.

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|  |

1. **Right to Data Portability**

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| --- | --- |
| Please mark this as “Yes”, if the data subject wishes to exercise their right to data portability. We will send the information to other data controllers (if applicable) email addresses who can share data with the data subject. |  |