

## DATA SUBJECT ACCESS REQUEST FORM (DSAR)

### A. Data Subject (Requester of the information)

- a. Title:
- b. Surname:
- c. First Name:
- d. Any other name that may assist as a unique identifier:
- e. Address:
- f. Phone Number:
- g. Email:

### B. Proof of Identity,

A copy of the identity card of the requester should be uploaded for verification purposes. The Identity card must be government issued and verifiable on the relevant government database.

### C. Information Requested

For efficient attendance to requests, we have provided a checkbox of some major details that we may request. Please check the ones that apply.

1.	I want to confirm if Tenece processes my personal data,		
2.	I want Tenece to provide a copy of my personal information in their custody.		
3	I want Tenece to explain:	Purpose of processing my data	
		Category of my personal data that Tenece is processing	
		Who are the recipients of my personal data?	
		My rights in relation to my personal data with Tenece	
		The source of my data with Tenece	
		Whether or not any automated decision-making has occurred with my data having legal or similar effects on me	

		For how long will Tenece hold/retain/store my personal data?	
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Where (2) is selected, please state the particular personal information requested:

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#### **D. Confirmation**

- a. I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that Tenece Professional Limited. must confirm proof of identity, and that it may be necessary to contact me again for further information to locate the personal information I want.
- b. I understand that my request will be valid once Tenece Professional Limited receives all of the information requested. I also understand that Tenece may charge a reasonable administrative fee to process my request.
- c. I further acknowledge and confirm that the response shall be signed and shared in an email format.

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**Tenece Data Protection Officer**  
**information**

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**Requester of the**

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**Date**

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**Date**