

## Access request form Octagon Professionals International B.V.

In accordance with the General Data Protection Regulations (GDPR), effective May 2018, you are entitled to receive a copy of any information we hold about you. To ensure we are providing the information to the right person, you need to provide a proof of identity. Proof of your identity should include a photocopy/scanned image of two documents. 1) proof of identity: passport, driving license, national identity card, birth certificate. 2) proof of address: official letter addressed to you, household utility bill, bank statement (no older than 3 months).

Proof of identity is necessary before we can disclose any information. If we are not assured that you are who you claim to be, we reserve the right to refuse your request. We strive to answer your request within 30 days upon receiving a fully completed form and proof of identity. When the request is granted the personal data will be forwarded to you in a readable format by email.

### Administration fee:

Octagon Professionals International B.V. policy is not to charge for Subject Access Requests.

### Your details

Full name	
Address	
Postal Code	
Telephone/email	

### Your authorization

I, ..... [insert name] wish to have access to the information as described below that I know/believe Octagon Professionals International B.V. holds on me.

**Specify which information you require:**

**Date:**

**Your signature:**

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