

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

You are entitled to request access to the information we hold about you. This is known as a data subject access request (DSAR). This form is used to confirm your identity and to assist us in locating your personal information. You do not have to use this form but it will make it quicker and easier for us to deal with your request.

If you need any help completing this form, please contact:
dataprotectionofficer@aberdeenstandard.com

SECTION 1: DATA SUBJECT'S DETAILS

Title:

Full Name:

Previous name if relevant:

Address:

Post Code:

Previous address (if at the above address for less than 2 years):

Daytime telephone number:

Email address:

**SECTION 2: ABOUT A THIRD PARTY ACTING ON YOUR BEHALF
(IF APPLICABLE)**

We need to be satisfied that any third party making the request is entitled to act on your behalf. This means that if you are a third party, you must provide evidence of this entitlement.

Title:

Full Name:

Company (if applicable):

Address:

Post Code:

Daytime telephone number:

Email address:

SECTION 3: WHAT INFORMATION ABOUT YOU DO YOU WISH TO ACCESS?

Please note, if you request telephone call transcripts you must provide details about who you spoke to, and on which dates. Failure to provide this information will result in us being unable to deliver the request. Please also provide details of all accounts, products or services you hold which are relevant to this request. If you are looking for information relating to a particular period in time, please supply the range of dates you would like us to search.

SECTION 4: DECLARATION

The information that I have supplied in this form is correct and true. I understand that ASI may need to contact me for more information to confirm my/the data subject(s) identity and respond to my request.

Signature:

Print Name:

Date:

SECTION 5: THIRD PARTY DECLARATION

The information that I have supplied in this form is correct and true, and I have the relevant authority to make this request on behalf of the data subject. I understand that ASI may need to contact me for more information to confirm my/the data subject(s) identity and respond to my request.

Signature:

Print Name:

Date:

SECTION 6: WHAT DO YOU NEED TO DO NEXT?

Please make sure you have:

- Completed this form
- Signed the declaration
- Enclosed the relevant form of authority if applicable (section 2)

Send the completed form and enclosures to:

FAO Data Protection Officer
Aberdeen Standard Investments
Bow Bells House
1 Bread Street
London
EC4M 9HH

Or email to: dataprotectionofficer@aberdeenstandard.com

FOR OFFICE USE ONLY

Requirements	Date
Request received	
Identity checked	
3 rd party authority checked (if applicable)	
Statutory deadline date	