



## Subject Access Request Form (DSAR)

Under the new EU General Data Protection Regulation (GDPR), you have the right to request for all or part of your personal information we hold and how we process it. In order for us to best fulfil your request, you are required to complete this form legibly. As soon as we receive your completely filled request form, we will respond to you within 1 month, either with the data, or with further queries if required to access the data you have requested.

The information you supply in this form and your proof of identification will only be used for the purposes of identifying the personal data you are requesting and to enable us respond to your request accordingly. The information will not be transferred outside of BenevolentAI.

### Section one: Details of the person requesting the information

Full Name:	
Address:	
Phone Number:	
Email Address:	

### Section two: Are you the data subject?

Please tick the appropriate box that applies to you

<b>YES,</b> I am the data subject. I have enclosed the required proof of my identity and address (skip to section 4)	<input type="checkbox"/>
<b>NO,</b> I am acting on behalf of the data subject. I have enclosed written consent from the data subject with the required proof of identity and address	<input type="checkbox"/>

### Section three: Details of the data subject (if different from Section one)

Full Name:	
Address:	
Phone Number:	
Email Address:	

### Section four: What information are you requesting for?

Please use the box below to describe in detail the information you are requesting, to help us process your request with upmost speed and accuracy.



**Section five: Data collection and processing**

Please tick the appropriate box to guide us on any additional information you may need.

Knowledge of the reason why we are processing your personal data:	
Knowledge of whom your personal data are disclosed to:	
Knowledge of the source of your personal data:	

**Section Six: Identification and proof of address**

To enable us to verify your identity, you are required to provide us with proof of identity and your address. This is to ensure we are releasing your data to the right person. Please provide us with a photocopy or scanned image of at least 1 each of the two categories below:

- 1) Proof of identity (e.g. passport, photo driving licence, or birth certificate)
- 2) Proof of address (e.g. utility bill, bank statement (not later than 3 months), current driving licence or most recent council tax bill)

Be informed that if we are not satisfied you are whom you claim to be, we reserve the right to refuse your request and you will be notified with clear explanation for the refusal. You have the right to appeal this decision in line with the regulation.

**Section Seven: Declaration**

I \_\_\_\_\_, confirm that I have read and understood the terms of this Subject Access Request form and certify that the information given to BenevolentAI in this application is true. I understand that it is necessary for BenevolentAI to confirm my identity (*the data subject's identity if applying as a representative*) and it may be necessary to obtain more detailed information in order to locate the correct personal data I am requesting.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Please return completed request form, identification and proof of address to:

Email: [Compliancehelpdesk@benevolent.ai](mailto:Compliancehelpdesk@benevolent.ai)

Post: Compliance Unit

BenevolentAI Limited

40 Churchway, London, NW1 1LW

**Correcting Information:**

On receipt of the requested information, if you believe your information we hold is outdated, incorrect or processed in ways other than consented, please contact the GDPR Compliance Manager using the contact details above or call: 020 3096 0720.

**Please note:** You may also make a request for your details by calling 020 3096 0720.