



Data Subject Access Request Form

1. Your name*
2. If you are making this data subject access request on behalf of someone else, please provide the name of the person you are asking on behalf of
3. Date of birth of the person whose personal information you want
4. Details of the personal information you want*
Please be specific about the information you want, e.g.: recruitment file; emails between another named person and me; a transcript of a particular meeting or call; my sickness and absence records. If you are asking on behalf of someone else, we will need to verify that you have that person's authority to do so.
5. Time period*
Please be specific about the date(s) of the information you want, if possible. If you can't be specific about the date(s), please give a date range for the information that you want, e.g. 1-31 March 2024.
6. Reason for requesting the information
You do not have to include this but it might help us find the information that you actually need.

7. It may help us process your request if you can indicate why Hill Robinson has your personal data

- ☐ I am/was yacht crew
- ☐ I am/was estate staff
- ☐ I am/was using Hill Robinson's recruitment services
- ☐ I am/was using Hill Robinson's training services
- ☐ I am/was a client
- ☐ I am/was a supplier
- ☐ I am/was Hill Robinson staff
- ☐ Other

Other details that will help us find the information for you
e.g. job application, employment details, etc.

8. Your email address so we can contact you regarding your Data Subject Access Request

We will need to verify your identity before sending you the requested information. You should therefore ensure that you are able to provide us with proof of identity, such as a copy of your passport or birth certificate, when we request it.

Your personal information submitted in this form will be processed in accordance with the Hill Robinson Privacy Policy.

Please return form to Privacy.Policy@hillrobinson.com