

Instructions for submitting a Subject Data Request

In the contact form please select the option "Privacy". Please fill out all the mandatory fields marked with an *. In the field "Bericht" include your request.

All data that you provide in this form will only be used for the purpose of this data subject request. Please include in this field **at the least the following mandatory information:**

1. Date of birth (required for identification purposes)
2. Relationship with Deloitte – chose one of these options
 - a. Recruitment candidate - *You are considered a Recruitment candidate when you are in the process of applying for a job, internship or recruitment event at Deloitte (currently or previously), or attended a recruitment event and you are not (yet) a Deloitte employee.*
 - b. Former employee
 - c. Supplier – *Please specify what organisation*
 - d. Client – *Please specify what organisation*
 - e. Other - *If you select 'other' you need to clarify your relationship with Deloitte.*
3. Deloitte contact person OR Deloitte department that you had contact with before.
4. Please confirm that the request is NOT on behalf of someone else, e.g. relates to yourself. **Your request cannot be submitted if you file the request on behalf of someone else.**
5. What right you would like to exercise. Chose one of these options:
 - a. Right of access - *The right to obtain information as to whether or not personal data concerning yourself is being processed*
 - b. Right of rectification - *The right to apply for rectification of your personal data should it be inaccurate*
 - c. Right to erasure - *The right that your personal data can be erased / forgotten (subject to conditions).*
 - d. Right to restriction - *The right to restriction of processing your data*
 - e. Right to data portability - *The right to receive the automatically processed personal data concerning yourself and transmit those data to another controller*
 - f. Right to object - *The right to object at any time to processing of personal data concerning yourself*
6. Description of the request - In order to meet your request, the request needs to be as specific as possible. Please use indicators such as: the type of data, the type of document, the involved function/business department and/or the involved contact persons etc.. **Your request can not be processed if the request is not specific or clear.**
7. Timeframe of the applicable data - Please specify the date, month, year or timeframe the data relates to. This need to be as specific possible.

Additionally you can add (not mandatory):

8. The reason of your request - Sharing the reason for your request might enable us to better understand and fulfil your request.
9. Any additional information

Furthermore, Deloitte is obligated to **confirm your identity** under the GDPR, therefore you need to provide us with a protected copy of your identification document. After submitting this contact form/ request you will be contacted by one of our employees (by email within 3 business days) to confirm your identity (asked to send a protected copy by email).

The following qualifies as identification document: Either your passport, Dutch identity card, national identity card from the European Economic Area or Dutch residence permit). Deloitte does not require (nor has permission to hold) your citizen service number (Burger Service nummer/ BSN).

Instructions for making a **protected copy of your identification document**: Download KopieID app. Via this app you can take a photo of your identification document, save the photo on to your computer and upload this as a protected copy to the online form. The protected copy hides highly

sensitive personal information such as your citizen service number. This way of providing your identification document copy is approved by the Dutch Government and is according to GDPR and other Privacy regulations. More information can be found here:

<https://www.rijksoverheid.nl/onderwerpen/identiteitsfraude/vraag-en-antwoord/veilige-kopie-identiteitsbewijs>

Once your identity has been confirmed (we have received the protected copy of your identification document) your request will be processed and completed within 30 calendar days. The outcome of your request will be sent to you by e-mail. When an extension is necessary, will we notify you by email within the 30 day period.