

Data Subject Rights Request Form (DSAR)

This form may be used by individuals to exercise their rights under applicable data protection laws, including the EU General Data Protection Regulation (GDPR) and the UK GDPR (Data Protection Act 2018).

Completion of this form is strongly recommended. Requests may also be submitted in free-form text by email. This form is intended to help Safeguard Global process your request efficiently. Responses will generally be provided electronically unless otherwise required by law.

How to submit this request

Please complete this form and submit it using one of the following channels:

- Safeguard Global (Compliance Team) at: privacy@safeguardglobal.com.
- the Safeguard Global Legal Team, to the assigned Privacy lawyer at: LeonardoMorais@safeguardglobal.com.
- Safeguard Global Employees may also submit requests to: HR@safeguardglobal.com
- The Data Protection Officer (DPO) at: dpo@safeguardglobal.com.
- By regular mail addressed to: Data Privacy Officer, Building 2, Campion Park, Holmes Chapel, Cheshire CW4 8AX (United Kingdom).

How to request support to submit this request

At any time, you can contact privacy@safeguardglobal.com if you have any questions arising from this DSAR form or regarding your Personal Data. You can also:

- Contact our Data Protection Officer (DPO) by writing to dpo@safeguardglobal.com.
- Contact the competent Supervisory Authority (in the Member State of your habitual residence, place of work or place of the alleged infringement) whose contact details are available [here](#) (for UK click [here](#)), if you believe that the processing of your Personal Data that we, or the Client, carry out is unlawful.

Details of the Data Subject

Please provide the following information so we can identify you and process your request.

- Full name:
- Previous name(s), if applicable:
- Email address:
- Country of residence:
- Phone number (optional):
- Postal address (optional):
- Safeguard Global identifiers (if available, e.g., employee ID, candidate reference, client ID, username):
- Preferred response channel (email or postal mail):

Relationship with Safeguard Global (select one)

- ☐ Authorized Agent / Representative (including Guardian)
- ☐ GEO Worker (employed via Safeguard Global as Employer of Record)
- ☐ Client representative / contact person
- ☐ Supplier / partner representative
- ☐ Other (e.g., employee, job applicant, lead, website user) - please specify:

Are you submitting this request on behalf of someone else?

This includes requests submitted by an authorized agent and, where applicable, requests on behalf of a deceased person.

- ☐ No
- ☐ Yes

If yes, please provide **Representative details**:

- Full name:
- Email address
- Relationship to the data subject:

Please attach written authorisation or other proof that you are entitled to act on behalf of the data subject (e.g., signed proxy or power of attorney). Where applicable, please also attach proof of authority to act for a deceased person.

Rights you wish to exercise

Please indicate which data protection right(s) you wish to exercise (you may select more than one):

- ☐ Right of access (copy of personal data)
- ☐ Right to rectification (correction of inaccurate data)
- ☐ Right to erasure ("right to be forgotten")
- ☐ Right to restriction of processing
- ☐ Right to data portability
- ☐ Right to object to processing
- ☐ Withdrawal of consent (where applicable)
- ☐ Other (please specify):

Details of your request

To help us locate the relevant data, please describe: the personal data concerned, relevant time period(s), Safeguard Global service, product or relationship involved, and any reference numbers, usernames, or identifiers.

If your request relates to emails or collaboration tools, please include key names, email addresses, keywords, and any relevant projects or attachments.

For rectification, specify the inaccurate data and the corrected information.

For erasure, specify which data you would like erased and why.

For objection or restriction, specify the processing activity you are concerned about and your reasons.

For data portability, specify the format you prefer (if applicable) and whether the data should be transmitted to another organisation (please provide the recipient details).

Proof of identity:

To protect your privacy, Safeguard Global may need to verify your identity before processing your request. In most cases, we can do this using the information you provide in this form and information already held in our systems.

Please do not send copies of identity documents unless we request them. If we have reasonable doubts about your identity, we will contact you to request additional information. Any verification information will be used only for identity verification and deleted once no longer required.

Important Information:

Before submitting your request, please review our Data Protection and Privacy Notice available on our website.

We will normally respond within one month of receipt of a valid request. In certain cases, we may extend this period by up to two additional months as permitted by applicable law.

Requests are generally processed free of charge. In limited circumstances, a reasonable fee may apply if a request is manifestly unfounded, excessive, or repetitive, or if additional copies are requested.

Depending on the context, Safeguard Global may act as a controller, joint controller, or processor. Where appropriate, we may forward your request to the relevant controller or assist the controller in responding.

We will respond using the same channel used to submit the request unless you ask us to use a different channel.

Declaration:

I confirm that the information provided in this form is accurate and that I am entitled to submit this request

Name: _____

Date: _____

Signature: _____