



## Subject Request form for personal data

To be able to facilitate your request, we would ask you to provide some information. We need to confirm your relation to us as well as your identity, to insure that personal data is disclosed to the right person.

For questions related to a subject request for personal data, please contact the Volvo Cars HR Service Center by:

- Email: [hrgdpr@volvocars.com](mailto:hrgdpr@volvocars.com)
- Telephone: +46 31 325 50 00 (Sweden)
- Telephone: +32 9 250 70 07 (Belgium)

When you have filled in the form, please send it to the email address below.

Address to send in your request to:

- Email: [hrgdpr@volvocars.com](mailto:hrgdpr@volvocars.com)

Please fill in the form and give us all relevant details to initiate a request to Volvo Cars regarding one of your rights. Failing to submit relevant data can lead to a delay in Volvo Cars ability to handle the request.



**1. IDENTITY AND AUTHORITY**

Please fill in your current contact details

**\* First name**

**\* Last name / Family name**

**\* Registered Address (Street, Zip-code, City, Country)**

**\* Email address (for job candidate also email address used in job application)**

**\* Phone number (incl land code, e.g. +46-31-59 00 00)**

**\* Social Security Number or (if not existing) Date of birth (verification of identity)**



## Relation to Volvo Cars

\* Please indicate if you are:

a former employee at Volvo Cars

a former consultant at Volvo Cars

a former student or temporary employee at Volvo Cars

a job applicant / candidate for a job at Volvo Cars

an emergency contact (relative) to an employee at Volvo Cars

other (please state below what relation to Volvo Cars)

If you have been employed by or worked at Volvo Cars, we can confirm that we have processed personal data relating to you, and that there is a possibility that we still do for e.g. storage reasons or due to legal obligations. Please provide the following additional information, so that we can confirm if we process personal data relating to you.

Please state the Volvo Cars company you were working at and your position during your last employment / assignment.



## 2. WHAT RIGHT DO YOU WANT TO EXERCISE?

\* Please choose the subject right below that best describes the request you wish to make.

<b>Right to access</b>	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.
<b>Right to rectification</b>	If your personal data is incomplete or inaccurate you can request for correction of your personal data.
<b>Right to erasure</b>	If you want us to delete personal data relating to you (provided that certain conditions are met).
<b>Right to restriction of processing</b>	If you want us to stop processing personal data relating to you, but not delete it (provided that certain conditions are met).
<b>Right to data portability</b>	If you want the personal data relating to you transferred to another company (provided that certain conditions are met).
<b>Right to object to processing</b>	If you want to object to processing of personal data relating to you.
<b>Right to lodge a complaint</b>	If you are not satisfied with Volvo Cars' processing of your personal data, you are welcome to lodge / file a complaint.

## 3. SPECIFICATION OF REQUESTED PERSONAL DATA

\* Please specify as detailed as you can what data you wish to have access to / a copy of, rectify, delete etc.

Thank you for filling out and sending your request to us at Volvo Cars. You will be contacted by our HR Service Center team who will handle your request.