

## Data Rights Request Form

### Requests for exercising of rights to Personal Data under Articles 15 to 22 of the General Data Protection Regulation (GDPR) 2018.

**Please complete Section A and B below.**

To help us answer your Rights request please be as specific as possible about the Data Right that you wish to exercise, and give as much information as you can to help us respond.

You are legally entitled to a response regarding your request within one month of Volkswagen Bank GmbH Branch Ireland receiving your request. However, every effort will be made by Volkswagen Bank GmbH Branch Ireland to deal with your request as soon as possible.

**Section A - please complete this section**

**Full Name**.....

**Postal address**.....

.....

.....

**Telephone\*** .....(include area code)

\* we may need to contact you to discuss your Data Rights Request

**Section B - please complete this section**

I, .....[insert name] wish to invoke my Data Rights on the Personal Data that I believe Volkswagen Bank GmbH Branch Ireland retains on me as outlined below (please outline which right(s) within GDPR Articles 15-22 you are invoking include any relevant information to assist us)

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Signed.....Date.....

**IMPORTANT NOTE FOR CUSTOMER: Please sign and date this form.**

Please return this form to: **Customer Care, Volkswagen Bank GmbH, Block C, Liffey Valley Office Campus, Dublin 22, D22 CF60**

<b>Checklist: Have you checked: (For Internal Use Only)</b>	Yes	No
Is the Data Right Request Form completed in full?		
Verified identity and verified security questions via a phone call with the customer		
Checked that the Data Rights Request Form is signed and dated?		