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| **Name:** |
| **Telephone number:** |
| **Email:** |
| **Address:** |
| **Employee number:** |
| **Organisations – please provide this information is you are not a current employee or are making a request as a customer about the data we may have collected.** |
| By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the organisation that you are eligible to receive. |
| **Required information (and any relevant dates):**  [Example: information on the personal details we may hold] |
| By signing below, you indicate that you are the individual named above. The organisation cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not.  Please return this form to uk.privacy@gigroup.com  Please allow [28] days for a reply. |
| **Data subject's signature:** |
| **Date:** |