Data Subject Request Form

The personal data required by this form is necessary to enable Cat DB to process your Data Subject Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request.

1. Details of the person requesting the information:

First name:
Last name:
Telephone number:
Email address:
Company Name:

2. Are you the data subject? (check the box that applies)
☐ I am the data subject.
☐ I am not the data subject but am acting on their behalf as their personal representative. I have written authority which I am enclosing.

To ensure that we are releasing data to the right person, please, provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the requested information.

The nature of the identification required will depend on the nature of your request and your relationship with Cat DB. For example, if you are a customer, you will be required to demonstrate access to both the email address and telephone number submitted via the account registration screen.

To help us respond to your request, please, identify your relationship with Cat DB:

_____

_____

If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested personal data.

3. Details of the data subject: (if submitted by an authorized representative)

Full name:
Former names (if applicable):
Telephone number:
Email address:

4. Identify what right(s) are you pursuing and, in the space provided below, describe the specific information/action you are requesting.

Please, provide as much detail as possible, such as relevant dates, references, etc. For further information regarding the rights of individuals in relation to their personal data, please, refer to our Privacy Policy.

A. The right of access

_____

B. The right to rectification

_____

C. The right to erasure

_____

D. The right to restrict processing

_____

E. The right to data portability

_____

F. The right to object

_____

G. The right to opt-out of the sale of personal information

_____

Please note that if you are making a Data Subject Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Other types of Data Subject Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Request fails to meet the requirements of the GDPR or the CCPA in whole or in part.

In most circumstances, Cat DB will provide you with a copy of the information requested free of charge. However, we may be permitted to charge a reasonable fee if a Data Subject Request is repetitive or manifestly unfounded or excessive. Cat DB also may charge a reasonable fee to comply with Data Subject Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

5. Previous Data Subject Requests (if applicable)

Please, note that this section only applies if Cat DB has made a previous Data Subject Request disclosure to you.

Date of previous Data Subject Request:
Reference number of previous Data Subject Requests:
Name previous Data Subject Request was made under:

6. Declaration

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the applicable law.

Signature:_____

Date of request: _____

What happens next?

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Request and start processing your records.

If your request is valid but we are unable to identify you, we will advise you accordingly and request additional information.

Once Cat DB has all the required information, your request should be completed within the applicable timeframe. However, if your request is complex, we will take an extension to a

maximum of three months and inform you within one month of your request. We will also inform you of the reasons for the delay.

If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

Note that all information disclosed pursuant to a Data Subject Request is a file copy; originals are not provided.

Supplementing this application.
If after you have received the information you have requested you believe that:

•   the information is inaccurate or incomplete; or
•   we should no longer be holding that information; or
•   we are using your information for a purpose of which you were unaware or to which you object; or
•   we may have passed inaccurate information about you to someone else;

You should promptly notify us of that at help@catdb.app.