

Data Subject Access Request Form

Please use this form to make a subject access request to MySkillsProfile. If you are acting for a client, you will need to get your client to complete this form and provide a copy of their written authority.

Please note the following:

- We delete the personal details of anyone who has taken one of our assessments 120 days after they take the assessment.
- If you were asked to complete an assessment(s) for another party (e.g. your employer, another employer, recruitment agency, training organization), these results will be owned by that party, and you will need to make a subject access request to them.
- If we have personal data about you, we will only disclose/email it to the email addresses you used when you completed the assessment.

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|---|--|
| Email address entered when completing assessment(s) | |
| First name(s) | |
| Last name | |
| Name or type of assessment(s) completed | |
| Date(s) assessment(s) completed | |
| Did you pay for the assessment(s) yourself? | |
| Name and location of organization that asked you to do the assessment(s) | |
| If we have your personal data, would you like it to be deleted? | |

Declaration

I confirm that I am making this request for myself and the above information is correct.

| | |
|------------------|--|
| Signature | |
| Date | |

Please return your completed form to privacy@myskillsprofile.com