

# Data Subject Request



Please complete this form to make a Data Subject Request to Jacobs. "Data Subject" refers to the person whose personal data you are requesting. The more specific you are, the quicker and more efficiently we'll be able to respond. Please submit the completed form, or any questions, to [privacy@jacobs.com](mailto:privacy@jacobs.com).

## General Information

Date of this request: \_\_\_\_\_  
Name of Data Subject: \_\_\_\_\_  
Name of Requestor (if different than Data Subject): \_\_\_\_\_  
Requestor's Relationship to Data Subject (if different than Data Subject): \_\_\_\_\_  
Is the Data Subject an EU resident? Yes/No \_\_\_\_\_  
Contact information: Telephone: \_\_\_\_\_; E-mail: \_\_\_\_\_

## Identity Verification

Please note that we need to verify your identity to complete this request. We ask for this to confirm that we're only sending information to the Data Subject or with their authority. We delete this information once we've completed the identity verification.

For current or former Jacobs employees, please provide the following Data Subject information:

- The Jacobs employer legal entity name \_\_\_\_\_.
- The Jacobs office location \_\_\_\_\_.
- The Jacobs employee number: \_\_\_\_\_.

For non-Jacobs employees, please provide evidence of your identity with this form (e.g., Drivers Licence, utility bill less than 3 months old, etc.).

## Request Details

**Action Requested.** Please let us know what type of action you are requesting (e.g. to update or correct personal data; to obtain a copy of personal data; to port a copy of personal data elsewhere; to erase personal data; to restrict or object to personal data processing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Details.** Please include details which will help us locate the personal data or fulfil this request, such as information regarding a subject matter or incident, applicable Jacobs line of business, department or team, date range, document types, or any file reference numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Acknowledgement

I acknowledge and agree that: (1) the information provided in this form is correct; (2) Jacobs isn't responsible for any consequence if I've entered incorrect information; (3) I'm the Data Subject whose name appears on this form or a duly authorised representative; (4) Jacobs must verify my identity and can refuse to act on my request if Jacobs can't confirm my identity or that I have authority to make this request; and (5) it may be necessary for Jacobs to contact me again for further information to locate the personal data I've requested if Jacobs is unable to do so from the information I've provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**JACOBS**

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