Avnet Data Protection EU/EEA
Data Subject Request Form

The General Data Protection Regulation (GDPR) 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form so we can search for your personal data and fulfil your request. You will also need to provide **proof of your identity**. Your request will be processed within one month upon receipt of a fully completed form and proof of identity.

Proof of identity:
Please provide us with confirmation of your identity so we may conduct a more thorough search and verify that we are disclosing the personal data to the correct individual. This confirmation may be the last email you sent us, the email address you used in your relationship with Avnet, your past order numbers, or other information that would allow us to identify you.

Section 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr ☐ Mrs☐ Ms ☐ Miss ☐ Other ☐

Surname/ Family Name:

First Name(s)/Forenames:

Date of Birth:

Address:

Post Code:

Email Address:

Proof of identity *(this can be the last order number you had, the email you used in your relationship with Avnet, or any other kind of information that may allow us to confirm your identity):*

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Personal Information

If you only want to know what information is held in specific records, please indicate this in the box below. For example, sales order history, employment record, emails between you and another party, etc. If requesting employment records, please note below if you are a current employee or a past employee, together with dates of employment and staff number/identifier if known.
Specific Details:

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Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Details of Data Subject:

Title: Mr ☐ Mrs☐ Ms ☐ Miss ☐ Other ☐

Surname/ Family Name:

First Name(s)/Forenames:

Date of Birth:

Address:

Post Code:

Email Address:

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of Authority ☐	Lasting/Enduring Power of Attorney ☐	Evidence of Parental Consent ☐

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Data Subject Declaration: I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Avnet is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	**Date:**
OR	
Authorised Person – Declaration (if applicable): I confirm that I am legally authorised to act on behalf of the data subject. I understand that Avnetis obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	**Date:**

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

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Receipt of Information

I wish to:

Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)	☐
Receive the information by post*	☐
Collect the information in person	☐
View a copy of the information only	☐
Go through the information with a member of staff	☐

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

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Please send your completed form and proof of identity to:

By Post:

Avnet EMEA Data Protection Team

Im Technologiepark 2-8

85586 Poing

GERMANY

Via E-Mail:

DataProtection@avnet.eu

Avnet will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Avnet's retention policy, will be disposed of in a safe and secure manner.