

## GDPR Data Subject Request

You are asked to complete this form if you request us to supply you with a copy of any personal data we hold about you, correct your data, erase your data, or if you wish to limit the use of your personal data.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Please write in BLACK in BLOCK CAPITAL LETTERS inside the boxes.

\* Field required

### Section 1: Contact details [Requester]

Full name*						
Street address*						
City*						
Postal/Zip Code*						
Contact telephone number*						
Email address*						
Which business is the request related to (mark X all that apply)? *						
<input type="checkbox"/>	Oliver Wyman	<input type="checkbox"/>	Lippincott	<input type="checkbox"/>	NERA	(please specify):
<input type="checkbox"/>	Cavok	<input type="checkbox"/>	Lshift	<input type="checkbox"/>	8works	
<input type="checkbox"/>	Draw Group	<input type="checkbox"/>	Celent	<input type="checkbox"/>	Other	
What is the company/legal entity of employment (if known)?						
What was Employee ID (5 digits) and/or Employee ID (aka PSID/WorkdayID) (6 or 7 digits) (if known)?						
Have you previously been known by any other name, provide all names						

## Section 2: Data Subject and Identification Validation

Are you the data subject (mark X where applicable)\*

	Yes - I am the data subject, I will enclose proof of my identity. Please go straight to the "Proof of Identity" part.
	No - I am acting on behalf of the data subject, I will enclose proof of my identity, proof of the data subject, and approval from the data subject to make the request on their behalf. Please ensure you completed "Details of the Data Subject" part below.

<b>Contact details [Data Subject] (fill <u>only</u> if different from Section 1)</b>	
Full name*	
Street address*	
City*	
Postal/Zip Code*	
Contact telephone number*	
Email address*	
Legal status in relation to the Data Subject*	(if you are not the data subject please briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the data subject where this is possible)

### Proof of Identity

To ensure we are processing the request for the right person we require you to provide us with proof of your identity and of your address. If are making a request on behalf of the data subject, include the data subject's written authority, proof of their identity, and proof of your identity.

Please supply us with a photocopy (do not send the originals) of one or both of the following to let us confirm your identity:  
(please mark X in both columns):

Proof of Identity		Proof of Address	
<input type="checkbox"/>	passport	<input type="checkbox"/>	utility bill
<input type="checkbox"/>	photo driving license	<input type="checkbox"/>	bank statement
<input type="checkbox"/>	national identity card	<input type="checkbox"/>	current driving license/ID card with address included
<input type="checkbox"/>		<input type="checkbox"/>	local authority tax bill, HMRC tax document (no more than 1 year old)

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

### Section 3: Request Type

Under GDPR you are able to make different requests. However, it's necessary for Oliver Wyman Group to confirm the data subject's identity (in accordance to Article 12(2) of GDPR) and it may be also necessary to obtain more detailed information to locate the correct personal data. The statutory response period of one month, specified in the GDPR Article 12(3)-(4), will not commence until Oliver Wyman Group is satisfied in this regard. That period may be also extended by two further months where necessary, taking into account the complexity and number of the requests (GDPR Article 12 (3)):

**Subject Matter Access** (Articles 15 & 19): To inform you where we hold your data.

**Right to Rectification** (Articles 16 & 19): If you need us to correct inaccurate personal data.

**Erasure "right to be forgotten"** (Articles 17 & 19): If you want us to delete all the personal data we hold, provided we are not prevented by law.

**Right of Restriction of Processing** (Articles 18 & 19): This is to request that we stop using your personal data, if we are prevented from deleting it.

**Right to Receive Personal Data** (Articles 19 & 20): To receive a copy of your data in a "structured, commonly used and machine-readable format" to pass to another company.

**Right to Object** (Articles 19 & 21): You object to us using your personal data for direct marketing, essentially resulting in an "unsubscribe".

What is your/the data subject's relationship with Oliver Wyman Group	
<input type="checkbox"/>	Current employee
<input type="checkbox"/>	Former employee
<input type="checkbox"/>	Client
<input type="checkbox"/>	Recruit
<input type="checkbox"/>	Vendor
<input type="checkbox"/>	Other (specify):

What is the purpose in regard to your personal data* (Select only ONE)	
<input type="checkbox"/>	Access personal data that we have about you (Go straight to the section 4a)
<input type="checkbox"/>	Correct personal data that we have about you (Go straight to the section 4b)
<input type="checkbox"/>	Erase personal data that we have about you
<input type="checkbox"/>	Limit the use of the personal data that we have about you Go straight to the section 4c)
<input type="checkbox"/>	Receive Personal Data you provided us with in commonly used format
<input type="checkbox"/>	Object to using your personal data for direct marketing (Go straight to the section 4c)

## Section 4: Request Specifics

What specific data is this in relation to, including time period\*

From date		To date	
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**a) What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure 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. While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take "disproportionate effort", or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive". However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

### b) Correction of inaccurate personal data request

If you are OWG Former employee or Recruit kindly please complete the table below. Current employees should use standard company processes and tools to correct their personal information where applicable.

Personal Information Type (name, address, email, phone, etc.)	Current Value	New/Updated Value

### c) Limit the use of the personal data or Object to using your personal data for direct marketing request

Article 18 of the GDPR gives you the right to restrict the processing your personal data in certain circumstances. This means that you can limit the way that an organization uses your data. Where personal data are processed for the purposes of direct marketing, you have right to object to such processing, including profiling to the extent that it is related to such direct marketing, whether with regard to initial or further processing. You have the right to request us restrict the processing of your personal data in the following circumstances:

- you contest the accuracy of their personal data and you are verifying the accuracy of the data;
- the data has been unlawfully processed (ie in breach of the lawfulness requirement of the first principle of the GDPR) and the you oppose erasure and request restriction instead;
- OWG no longer needs your personal data but you need us to keep it in order to establish, exercise or defend a legal claim; or
- you have objected to OWG processing your data under Article 21(1), and OWG are considering whether our legitimate grounds override those.

Please describe the information you want us to stop processing and your reasons we should do that. Please provide any relevant details you think will help us to identify the information you require.

### Confirmation of Terms

Please note that any attempt to mislead may trigger legal consequences.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Oliver Wyman Group is true. I understand that it is necessary for Oliver Wyman Group to confirm my / the data subject's identity (in accordance to Article 12(2) of GDPR) and it may be necessary to obtain more detailed information in order to locate the correct personal data. I understand that the statutory response period of one month specified in the GDPR Article 12(3)-(4), will not commence until Oliver Wyman Group is satisfied in this regard.

Date*		Signature*	
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Documents which should accompany this application:

	Evidence of your identity (see Section 2)
	Evidence of the data subject's identity (if different from above)
	Written authorisation from the Data Subject to act on their behalf (if applicable)
	A Court Order (e.g. Power of Attorney) permitting release of the information requested (if applicable)

Kindly please return the completed form with attachments to the following email address:

[DSRSubmission@oliverwyman.com](mailto:DSRSubmission@oliverwyman.com)

### Correcting Information

If after you have received the information you have requested you believe that:

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

then please let us know by email to the above email address.