

Data Subject Request Form

PLEASE COMPLETE ALL RELEVANT DETAILS AND RETURN ALONG WITH PROOF OF IDENTITY TO LEGAL@SPREDFAST.COM

Introduction: Spredfast provides a SaaS platform to companies to enable them to engage in social media and related functions. We also operate websites to educate our customers and prospective customers about our services. You may make a Subject Access Request (“SAR”) as a customer or prospective customer or, alternatively, as a customer or prospect of one of our customers.

* indicates a required response

Summary of Request:

*Please summarize the actions you are requesting us to take:

Details of Requestor:

*Are you making this request for yourself or someone else?

*Please explain:

*With respect to the Subject (person who is seeking our action) of this SAR, provide the following info:

*First Name:

*Last Name:

*Please complete one of the address sections so that we can verify your request.

Work Address:

Personal Address:

Contact Telephone Number:

*Email Address:

Spredfast Data Subject Request Form cont.

Relationship to Spredfast:

To assist us in processing your request please provide us with further information (you may select more than one option):

*Relationship to Spredfast: at least one answer

Customer (user of our services)

User of our website, but not a customer

Customer of one of our customers
(please identify the Spredfast
customer below*)

Other (Please provide further information
below)

Social media user, unsure if any
customer relationship (please explain
below*)

Employee or former employee

Please provide any further applicable information regarding your relationship to Spredfast e.g. relationship to any of our customers or nature of social media use and reason why you believe Spredfast has any of your information.

*Websites/Products/Applications used:

*User IDs (*Please provide any social media IDs or additional Spredfast IDs that identify you*):

Name of our Customer (either who you work for or the company you have been interacting with)

Additional email addresses (Please provide details of any additional email addresses that you may have used to interact with Spredfast or our customer in the past):

*Time period during which your interaction took place:

If you are requesting Spredfast make the modification or deletion of social media content based on your social media account(s) activity, please confirm you have already made the requested modification or deletion to your accounts

Spredfast Data Subject Request Form cont.

Additional Information (Please provide any further information that may help us locate your data):

Proof of Identity:

To process your request, we **require a copy** of one of the following as proof of identity:

- Photo ID – Driving License
 - Photo ID – Passport
 - Photo ID – National Identity Card
- *Please select the type of proof provided:

Reason for Request:

We would like to understand what prompted you to submit your request.

This is not a requirement for processing of your request, however it would help us to identify any potential areas for improvement.

FOR INTERNAL USE ONLY

Date Received:

Date Completed: