

DATA SUBJECT REQUEST FORM

You have the right to request details about the personal data we may hold about you or that we change or delete that data. This is known as a Data Subject Request (DSR)

In particular you, have the right to:

Right to withdraw consent – You have the right to withdraw previously given consent for processing your data.

Right to object – You have the right to object to the processing of your data on the grounds of 'legitimate interest'.

Right to restrict processing – You have the right to request the restriction of processing of your personal information.

Right to access – We must provide you with a copy of the information we hold on you.

Right to erasure – You can request that we delete all data that we do not have a reasonable reason for keeping.

Right to rectification – You can ask that we correct any inaccuracies in your data.

If you wish to make a DSR, please complete this form and return to us by post or email.

If sending by post, please use the following address:

Compliance Manager
Dakar Enterprises Limited,
Dakar Buildings, 4th Floor,
Triq Henry Calleja,
San Giljan, STJ1390, Malta

If sending by email, please use the following address: compliance@dakarsoftware.com.

Please write "Data Subject Request" in the subject field of the email.

1. Data Subject's Full Name**2. Data Subject's Email Address.**

We will use this to

- a) Communicate with you.
- b) Possibly to confirm your identity.
- c) Send any requested data and/or the result of the request.

3. Request type (Access, Erasure, Withdraw Consent, Object or Restrict Processing) & Details.

Please supply a legitimate request type and any relevant details.

4. To help us search for the information you require, and confirm your identity, please let us know the data you require with as much detail as possible (e.g., copies of emails between date x and date y).

If we do not receive sufficient information to locate the data you require and/or identify you this may delay processing of the request.

5. Is the information going to be sent to the data subject or their representative?

To the data subject To the representative

On receipt of this form, we may contact you to confirm your identity. We do this depending on the information you supply to us, and the sensitivity of the information requested by you.

If we require confirmation of your identity, we will send the result of your access request within 30 calendar days of receiving said confirmation.

If we do not require further confirmation of your identity, we will send the result of your access request within 30 calendar days of receiving this form.

However, if you have any queries whilst your request is being processed, please do not hesitate to contact us at this email address: compliance@dakarsoftware.com.