

## Subject Access Request and Individual Rights

At Priavo Security Limited, we understand the importance of data protection and respect the rights of individuals (data subjects) under the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR) 2016. As such, we have established a clear process to enable you to exercise your individual rights, including the right to access your personal data and make requests regarding its processing.

### Individual Rights Covered:

1. The Right to be Informed: You have the right to be informed about the processing of your personal data, including the purposes and recipients of the data.
2. The Right of Access: You have the right to request access to the personal data we hold about you.
3. The Right to Rectification: You have the right to request the correction of inaccurate or incomplete data we hold about you.
4. The Right to Erasure: You have the right to request the deletion of your personal data under specific circumstances.
5. The Right to Restrict Processing: You have the right to request the restriction of the processing of your data in certain situations.
6. The Right to Data Portability: You have the right to receive a copy of your personal data in a structured, commonly used, and machine-readable format.
7. The Right to Object: You have the right to object to the processing of your personal data, including for direct marketing purposes.
8. Rights in Relation to Automated Decision Making and Profiling: You have the right to ensure safeguards are in place when decisions are made about you solely based on automated processing.

### How to Exercise Your Individual Rights:

To make an individual rights request or access any of the aforementioned rights, please follow these steps:

1. Complete the Priavo Security Limited Individual Rights Request form (Word document).
2. Provide clear details about the specific right you wish to exercise and any relevant information that can help us identify your data accurately.
3. Include your name and contact details, along with any identification number, if applicable.

### UK Citizens and Stakeholders:

Email your completed request form and a copy of your photo ID to [dataprotection@priavosecurity.com](mailto:dataprotection@priavosecurity.com) or mail it to the address below:

Information Governance (IG) Team  
Priavo Security Limited  
84 Brook Street  
London  
W1K 5EH  
United Kingdom

**Non-EU Citizens:**

If you are a non-EU citizen and wish to exercise your data protection rights, please email your completed request form and a copy of your photo ID to [dataprotection@priavosecurity.com](mailto:dataprotection@priavosecurity.com).

**Request Processing and Response Time:**

All subject access and individual rights requests are processed free of charge, unless they are clearly baseless or excessive.

We will respond to your request within one calendar month from the date of verification of your identity. If your request is complex, we may extend the processing time up to three calendar months from the date of receipt.

**Additional Information and Complaints:**

If you have further queries, wish to request an internal review, or want to make a complaint about your request, please contact the IG Team using the provided email, postal address, or call us at (+44) 207 315 4221 between 9:00 am - 4:30 pm (UK time), Monday to Friday.

At Priavo Security Limited, we are committed to transparency and safeguarding your data rights. If you have any concerns or require further information, please don't hesitate to contact us.