

Data Subject Access Request Form



You have the right to request personal data Ryan, LLC and its affiliates ("Firm") may hold about you. This is known as a Data Subject Access Request ("DSAR"). A data subject is an individual in the EU who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post or email.

If sending by post, please use the following address:

Ryan, LLC, c/o GDPR Office
13155 Noel Road, Suite 100
Dallas, Texas 75240

If sending by Email, please use the following address:

GDPR@Ryan.com

1. Data Subject's Full Name 2. Date of Birth

3. Data Subject's Current Address 4. Data Subject's Telephone Number

HOME

MOBILE

5. Details of data requested:

To help us search for the information you require, please let us know the data you require with as much detail as possible (e.g. copies of emails between <date> and <date>). If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.

6. Is the information going to be sent to the data subject or his/her representative?

To the data subject To the representative *[If the data is sent to the representative, sections 9 and 10 need to be filled out.]*

7. I confirm that I am the Data Subject

SIGNATURE

DATE

PRINT NAME

I enclose a copy of my ID and address proof documents.

8. (To be filled out if the question 7 is answered with "To the representative") The Data Subject (whose data is being requested) must give written authorization for the information to be released to his/her authorized representative.

I hereby give my authorization for

(FILL OUT THE NAME OF THE AUTHORIZED REPRESENTATIVE) TO REQUEST ACCESS TO MY PERSONAL DATA.

SIGNATURE

PRINT NAME

9. (To be filled out by the representative of the data subject) I confirm that I am the authorized representative of the Data Subject.

NAME OF AUTHORIZED REPRESENTATIVE AND ADDRESS WHERE DATA IS TO BE SENT:

SIGNATURE

PRINT NAME

DATE

We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. However, the Firm may require additional time if you do not provide sufficient information to verify your identity, sufficient information to locate your data, or for other reasons permitted by applicable law. If you have any queries while your request is being processed, please do not hesitate to contact us at this email address: GDPR@Ryan.com