McGrath RentCorp GDPR Right Request Form

The EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you certain rights with regards to the processing of your data by McGrath RentCorp and its affiliates and subsidiaries and all subdomains (“**we**,” “**our**,” “**us**,” or “**MGRC**”). To exercise the rights, we require that you submit this request electronically via email to privacyinquiry@mgrc.com.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity, however we may extend this time up to two additional months when necessary. When this happens, we will notify you of this extension.

We may not be able to complete your request if you provide incorrect or incomplete information, or if your request is not valid with the rights provided under the GDPR. We may also not be able to complete your request if applicable law allows us or requires us to do so, or we may not be able to comply with your request because we have otherwise destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. When this occurs, we will inform you of the applicable exception(s) in our response to your request.

We may also contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search for your personal data and process your request.

For more information on your rights under the GDPR, please see our Privacy Notice available at <https://www.mgrc.com/eu-general-data-protection-privacy-policy>.

**Requester (Data Subject) Name and Contact Information**

Please provide the data subject’s information in the space below. If you are making this request on the data subject’s behalf, you should provide your name and contact information below as well.

We will only use the information you provide on this form to identify you and to respond to your request.

|  |  |
| --- | --- |
| **First and last name:**  |       |
| **Any other names that you have been known by (including nicknames):** |       |
| **Home Address:** |       |
| **Date of Birth:** |       |
| **Telephone number:** |       |
| **Email address:**  |       |
| **Please provide any other unique identifiers or related information to help us process your request (for example, government identification number, account number, etc.).**  |       |

Which right would you like to exercise under GDPR?

[ ]  **I would like to acess my personal data.** By checking this box, we will provide you with access to your personal data, including confirmation that we process your personal data, certain information about the processing of your personal data, and obtaining a copy of your personal data.

[ ]  **I would like to transfer my personal data to another organization.** By checking this box, you are requesting that we provide you with a copy of the personal data covered by the data portability right described in Article 20 of the GDPR in structured, commonly used, and machine reasonable format, or we will transfer the relevant personal data to another controller at your request if technically feasible.

 If you would like your personal data transferred to a third party, please provide the name and contact information of the third party:      .

[ ]  **I would like my personal data erased.** By checking this box, you are requesting that we erase your personal if permitted under one or more of the grounds described in Article 17 of the GDPR.

[ ]  **I would like to correct my personal data.** By checking this box, you are requesting that we correct the personal data that we hold or to complete personal data that is incomplete pursuant to Artile 16 of the GDPR.

[ ]  **I would like to restrict the processing my personal data.** By checking this box, you are requesting that we restreict certain personal data processing pursuant to Article 18 of the GDPR.

[ ]  **I would like to object to the processing my personal data.** By checking this box, you are registering your objection to the processing of your personal data pursuant to Article 21 of the GDPR. Please provide all necessary details and documentation of your objection. Please note that we will restrict the challenged processing activity pending the investigation of our processing as permitted under the GDPR.

[ ]  **I would like to withdraw my consent for you to process my personal data.** By checking this box, you are withdrawing your consent for our processing your personal data pursuant to Article 7. Please note that the withdrawal of your consent will not affect the lawfulness of processing based on consent before your withdrawal of consent.

[ ]  **I would like to object to automated decision making.** By checking this box, registering your objection to not be subject to automated decision making, including profiling, which has legal or other significant affects on you pursuant ot Article 22 of the GDPR.

To help us process your request quickly and efficiently, please provide as much additional detail as possible about your request, including the permissible grounds for your request. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

If you are requesting to have your personal data corrected, please describe the personal data that is incorrect or incomplete, any documentation describing why you believe this personal data is incorrect, and the corrected information.

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**Proof of Data Subject’s Identity**

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver’s license, national identification number card, or birth or adoption certificate. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact our Privacy Director at +1 925-453-3147 or privacyinquiry@mgrc.com for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you.

**Requests Made on a Data Subject’s Behalf**

Please complete this section of the form with your name and contact details if you are acting on the data subject’s behalf.

|  |  |
| --- | --- |
| **First and last name:**  |       |
| **Home address:**  |       |
| **Date of birth:**  |       |
| **Telephone number:** |       |
| **Email address:**  |       |

We accept a photocopy or a scanned image of one of the following as proof of your identity: passport or photo identification such as a driver’s license, national identification number card, or birth or adoption certificate. If you do not have any of these forms of identification available, please contact our Privacy Director at +1 925-453-3147 or privacyinquiry@mgrc.com for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject’s identity before we can respond to the request. To help us establish the data subject’s identity, you must provide identification that clearly shows the data subject’s name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver’s license, national identification number card, or birth or adoption certificate. If the data subject has changed his or her name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject’s behalf: a written and notarized consent signed by the data subject, a certified copy of a power of attorney, or evidence of parental responsibility.

We may request additional information from you to help confirm the data subject’s identity. We reserve the right to refuse to act on your request if we are unable to verify your legal authority to act on the data subject’s behalf.

**Signature and Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) MGRC must confirm proof of identity and may need to contact me again for further information; and (2) my request will not be valid until MGRC receives all of the required information to process the request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Authorized Person Signature (only if you are submitting this on behalf of the data subject)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I am authorized to act on behalf of the data subject. I understand that MGRC must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date