**Request form**

Hi, and thank you for reaching out to the Volvo Group, which from here on will be referred to as “**we**” or “**us**”.

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

***Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.***

For questions related to submitting a request, please contact the GPO Office by:

* Email: gpo.office@volvo.com
* Phone: +46 (0)31 66 00 00

When you have filled-in the form, please send it to the GPO Office, either by mail or by email. Do not forget to attach the documents validating your identity.

Adress to send in your request to:

* Email: gpo.office@volvo.com
* Mail (post):
	+ AB Volvo
	+ Att: Group Privacy Office, Dept AA14100, VGHQ,
	+ SE-405 08 Göteborg, Sweden
1. Identity and authority

Please fill in your current contact details

> First name

|  |
| --- |
| \* Please state your given name here |

> Last name

|  |
| --- |
| \* Please state your family name here |

> Address

|  |
| --- |
| \* Please state your full address here Street Zip-code City Country |

> Contact information

|  |
| --- |
| \* Please state your email address or phone number here, or any information so that we can communicate regarding your request. |

> Verification of identity and authority to make request

|  |
| --- |
|   |

> Signature

|  |
| --- |
| Please sign here  |

> Relation to the Volvo Group

|  |
| --- |
| Please indicate if you are:**□** a customer or an employee of a customer to the Volvo Group; **□** a supplier or an employee of a supplier to the Volvo Group; **□** a current employee at the Volvo Group; **□** a current consultant at the Volvo Group; **□** a former employee at the Volvo Group; **□** a former consultant at the Volvo Group; or**□** a driver or operator of Volvo vehicles.  |

1. What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

|  |  |  |
| --- | --- | --- |
| \* |  |  |
| **□ Withdraw consent** | If you have given your consent to processing of personal data relating to you, and wish to withdraw it.  | See section 3.1 |
| **□ Right of access** | If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.  | See section 3.2 |
| **□ Right to rectification** | If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.  | See section 3.3 |
| **□ Right to erasure** | If you want us to delete personal data relating to you, provided that certain conditions are met. | See section 3.4 |
| **□ Right to restriction of processing** | If you want us to stop processing personal data relating to you, but not delete it.  | See section 3.5 |
| **□ Right to data portability** | If you want a copy of the personal data relating to you, or want to have it transferred to another company.  | See section 3.6 |
| **□ Right to object to processing** | If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.  | See section 3.7 |
| **□ Right to human intervention** | If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.  | See section 3.8 |

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

|  |
| --- |
|  |

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

|  |
| --- |
|  |

1. Request templates
	1. Withdrawal of consent

You may at any time withdraw the consent you have given for the processing of personal data relating to you. However, in the relationship between employers and employees, consent is very seldom used, as it is deemed that consent is unlikely to be given entirely freely by an employee. It may however be used in situations where participation is voluntary, such as after-work activities. For us to fulfil your request, we need some additional information from you.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to?

|  |
| --- |
| Please try to avoid providing us with additional personal data as you describe your request.  |

> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

|  |
| --- |
| Please try to avoid providing us with additional personal data as you describe your request.  |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right of access

As you are hired by the Volvo Group, we can automatically confirm that we process personal data relating to you. Please provide the following additional information, so that we can perform your request regarding the personal data relating to you.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

|  |
| --- |
| Please try to avoid providing us with additional personal data as you describe your request. If you want information about the personal data relating to you, please specify what you wish to know.  |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right to rectification

*Please note that a request for rectification related to an ordinary HR change/update, for example change of name/-s due to marriage or change of home address due to relocation, follow the standard routines for HR data updates. Information about applicable routines are found on Employee Center on Violin. You can also connect with HR Services or your manager for support.*

If your request concerns personal data for which it is not likely that your local
HR-department is responsible, please provide us with the necessary additional information for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

|  |
| --- |
| What information is incorrect, or may need alteration? |

|  |
| --- |
| If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things. |

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

|  |
| --- |
| Yes or no.  |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> What personal data do you wish us to erase? Be as specific as you can, please.

|  |
| --- |
|  |

> What is the reason for your request for us to delete personal data relating to you?

|  |
| --- |
|  |

> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

|  |
| --- |
| Yes or no. |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

|  |
| --- |
|  |

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

|  |
| --- |
|  |

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

|  |
| --- |
| Yes or no. |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right to data portability

If you have provided us with personal data yourself, and wish for us to transfer it to another data controller, we will do so if the legal ground for processing that personal data is your consent or because the personal data was needed for entering into a contract with you. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws may not be eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> Can you please specify what personal data you are interested in receiving or transferring?

|  |
| --- |
|  |

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

|  |
| --- |
|  |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

|  |
| --- |
| Please try to avoid inserting additional personal data relating to you here. |

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

|  |
| --- |
| Yes or no.  |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> Name of the Volvo entity at which you work, and your position.

|  |
| --- |
| Name of the Volvo companyPosition at the Volvo company  |

> Please describe the decision and the relevant background for it.

|  |
| --- |
| Please try to avoid inserting additional personal data relating to you here. |

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.