

Personal Information Access Request Form: Request for a copy of Personal Information

General Data Protection Regulations 2016 and California Consumer Privacy Act 2019

Important: a photocopy of your proof of identity (e.g. passport or driver's license) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).

Section A - please complete this section

Full Name.....

Postal address

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If different, residence address

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Telephone/e-mail*

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* we may need to contact you to discuss your Access Request

Section B - please complete this section – If you are submitting this form on behalf of yourself

I,[insert name] wish to have access to data that I believe Pond5 retains on me as outlined below (please include the name of service(s) and any account / reference number relevant to your access request)

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Signed.....Date.....

Section C – If you are submitting this form as a parent or legal guardian of a child under the age of 16, please complete this section

I,[insert name] wish to have access to data that I believe Pond5 retains on _____ as outlined below (please include the name of service(s) and any account / reference number relevant to your access request)

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Signed.....Date.....

Checklist: Have you:	Yes	No
completed the Personal Information Access Request Form in full?	<input type="checkbox"/>	<input type="checkbox"/>
1) attached a photocopy of proof of your identity and address?	<input type="checkbox"/>	<input type="checkbox"/>
2) signed and dated the Personal Information Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>
3) if you are submitting this form as a parent or legal guardian of a child under the age of 16, attached a photocopy of proof of the identity and relationship of the child?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: privacy@pond5.com by email

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.