



Data Subject Request Form

Aurora collects, holds, and processes certain personal data about our customers and employees (“data subjects”). As a data subject, you have a legal right, under **EU Regulation 2016/679 General Data Protection Regulation** (“GDPR”) to find out about our use of your personal data.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

After receiving your request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all subject access requests within one month of receipt, and confirmation of your identity, and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

Please complete the required information overleaf and return it to us by email:

privacy@auroralighting.com

Your details

Title:	
Full Name:	
Address:	
Telephone number:	
Email Address:	
Customer/Account Number (if applicable):	

Type of Request

Please select the type of request you are making:

- Consent Withdrawal*
- Access request*
- Rectification of personal data*
- Erasure of personal data*
- Restriction of processing of personal data*
- Personal data portability request*
- Objection to processing of personal data*
- Request regarding automated decision making and profiling*

Personal data involved

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

Request reason/justification

Declaration

By signing below, **you confirm that you are the data subject named in this Data Subject Request Form.** You warrant that you are the individual named and will fully indemnify **Aurora** for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	