| Data Subject Request Form |
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| Please complete this form if you wish to:* seek **access** to personal data that a Rio Tinto Group company (**Rio Tinto**) holds about you – that is, to make a data subject access request (**DSAR**); or
* exercise **other rights** you may have as a data subject under DPP8 of the Data Privacy Standard or under the data privacy laws in your country. As explained in Appendix 3 of the Data Privacy Standard, this includes rights to seek correction of records containing your personal data, to ask questions about the processing of your personal data, to make a data privacy complaint or to withdraw consent (in circumstances where Rio Tinto relies on consent as the legal basis for processing).
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| **Full name:** |
| **Business contact details (address, telephone and email):** |
| **Are you a Rio Tinto employee? If yes, please specify the Group business that you work for:** |
| **Do you wish to make an access request (DSAR)?** **If yes, to assist our search, please provide as much detail as possible about the records of personal data you are seeking access to (including relevant dates, the likely location(s) of the records you are seeking access to (e.g. RTBS, MS Outlook, Yammer), and who may have created the records):** |
| **Do you wish to exercise other data privacy rights (i.e. as described in Appendix 3 of the Data Privacy Standard or available to you under your local data privacy laws)? If yes, please specify here:** |
| **If there is other information that may assist Rio Tinto to respond to your request, please specify here:** |
| **Information you need to know:*** Rio Tinto will aim to respond within 30 days of receipt of all information it needs to process your request / address your concern (or within the time permitted by local data privacy laws).
* Following receipt of this completed form, Rio Tinto will inform you whether it needs more information in order to address your request or concern.
* If you are making a request for access to your personal data (**DSAR**), Rio Tinto reserves the right to charge you for the reasonable cost of locating, copying and providing you with the records of personal data that you have requested (if and as permitted by local data privacy laws in the country where you are located). We will advise you if we propose to charge you for the cost of processing your request.
* Please return this form directly to the **Data Privacy Lead** (DPL) for the Group business that you work for or deal with. See the DPL listing on the [data privacy page](https://myprospect.riotinto.org/en/functions/ethics/Pages/Data-privacy.aspx) on Element (the Rio Tinto intranet). If you are external to Rio Tinto, return your request via email to AskE&C@riotinto.com (with ‘Data Privacy Request’ in the subject field of your email).
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**Signed: …………………………………………………………………………………………..**

**Full name: ……………………………………………………………………………………..**

**Date: ………………………………………………………………………………………………**