



The following information is needed to help us respond to your Data Subject Request. Please complete this form, and then send it to DRI by mail at 55 W. Monroe Street, Suite 2000, Chicago, IL 60603 or by email at [privacy@dri.org](mailto:privacy@dri.org).

## Part A. Your Request

Complete Name	
Address	
Email Address	
Any other name[s] by which you have been known that may be used in your personal data	
Please describe, with specificity, your request	

Please provide a description of the personal data to which your request relates, and any further information that you think may assist us in locating your personal data (e.g., any information that may assist us in determining the specific systems in which the personal data to which your request relates may be stored).

### **Part B. Proof of Identity**

The General Data Protection Regulation (“GDPR”) explicitly permits DRI to require proof of identity before acting on Data Subject Requests. DRI will use information on file in an attempt to verify your identity. If we are unable to satisfy ourselves as to your identity, we will contact you as soon as possible. The contact details for the Data Protection Officer are as follows:

Data Protection Officer  
DRI  
55 W. Monroe Street, Suite 2000, Chicago, IL 60603  
[privacy@dri.org](mailto:privacy@dri.org)

### **Part C. Data Subject Declaration**

I am the Data Subject named in Part A of this document, and I have provided my proof of identity.

Signature \_\_\_\_\_

Date \_\_\_\_\_