

Request form: Rights of data subjects

Case ID: _____

General Data Protection Regulation (GDPR)



GDPR data subject rights: Request type (please check as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Data access | <input type="checkbox"/> Data rectification |
| <input type="checkbox"/> Data portability | <input type="checkbox"/> Restriction of processing |
| <input type="checkbox"/> Revocation of all declarations of consent | <input type="checkbox"/> Data erasure |
| <input type="checkbox"/> Objection to processing for direct marketing | <input type="checkbox"/> Right to object |

_____ please specify

If AUDI AG processes personal data on the basis of a consent declaration issued by you, withdrawal of the consent declaration may lead to data being erased. Withdrawal relates only to consent declarations held by AUDI AG. Please note that we will implement your requests immediately. Nevertheless, it is possible that you will receive marketing material from AUDI AG even after changing your consent declaration. However, we will always process your request as quickly as possible and apologize for any inconvenience.

GDPR data subject groups: Your relationship to us (AUDI AG)

We assume that you would like to be processed as a customer/prospective customer of AUDI AG. If this does not apply to you, or does not apply fully, please check one of the following options:

- I do not want to be processed as a **customer/prospective customer of AUDI AG** and I belong to another data subject group.
- I want to be processed as a **customer/prospective customer of AUDI AG** and I also belong to one/or more other data subject(s).

If you belong to another data subject group (employee or family member, business partner or other relationship), please also fill out page 2 of the form.

Information about the data subject³

Please complete the form legibly in block capitals.

Ms Mr Other

First name⁴		Other given names⁵	
Last name⁴		Birth name⁵	
Address⁴ Street, building number, postal code, city, country	Current	Address in the event of data rectification	Alternative
Telephone number⁵ incl. area code	Current	Telephone number in the event of data rectification	Alternative
Email address⁶	Current	Email address in the event of data rectification	Alternative

Audi vehicle owner

If you would like information about your Audi, you must provide with your reply a black-and-white photocopy of your current part I registration certificate and, where necessary, a confirmation of the vehicle owner. A confirmation of the vehicle owner is required for the vehicle if you are a data subject but not the owner of the vehicle. A template for such a confirmation can be downloaded here: www.audi.de/betroffenenrechte/kunde/bestaetigung.

Vehicle identification number (17-character VIN)	
Vehicle ownership duration (DD.MM.YY)	from _____ to _____

If I am part of a different data subject group, I have filled out page 2. You can find more information on this further down in the first paragraph "Information regarding your request" on page 3.

I pledge that the information I have provided is correct and authorize the processing of the personal data on the photocopy of my passport/ID card that I provided. Information about this form and your consent can be found under "Information regarding your request".

Place, date, signature

¹ When replying, you must provide a photocopy of your ID card, showing your first and last name, your address and the validity date of the reply, otherwise we cannot change your address. Alternatively, you can provide a passport with this data in conjunction with a valid registration certificate. You can redact or render illegible all other data (including the photograph) prior to sending.

² Includes the erasure of all data that is being processed on the basis of your consent declarations unless AUDI AG is entitled or obliged to continue processing.

³ This refers to the person for whom the rights of a data subject are to be exercised. Please provide a power of attorney if you are not issuing the request in your own name. A template for such a power of attorney can be downloaded here: www.audi.de/betroffenenrechte/kunde/vollmacht.

⁴ Required information for identification. Please provide the same data that you gave to AUDI AG in the past.

⁵ Optional information, where applicable, used exclusively for identification purposes.

⁶ Required identification information for applicants. Otherwise optional information, where applicable, used exclusively for identification.

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Other data subject groups (see page 1: GDPR data subject groups)

Please only fill out this portion if you belong to another data subject group.

GDPR data subject groups: Your relationship to us (AUDI AG) (please check applicable boxes)

Employee or family member:

- (Former) AUDI AG employee⁷
- AUDI AG retiree
- Widow, widower or survivor of an AUDI AG employee
- VW Group company employee (not AUDI AG)⁸
- Family member of an AUDI AG employee⁷

Other relationships:

- Applicant at AUDI AG
- Visitor or guest at AUDI AG⁸

Business partner:

- Business partner employee^{7,8}
- Supplier employee^{7,8}
- Importer employee
- Audi Used Machinery Trading Platform user

- Employee at a public authority
- Journalist or media representative

Date of birth⁴

Only to be filled out by (former) employees of AUDI AG

Employee number at AUDI AG⁵

Only to be filled out by family members of an employee

Please enter the identifying characteristics of your family member (employee at AUDI AG).

First name⁴

Last name⁴

Employee number⁵

Address⁴
Street, building number,
postal code, city, country

Current

Other given names⁵

Birth name⁵

Date of birth⁴

Any alternative address⁵

Only to be filled out by business partner employees

Please also enter additional identifying characteristics.

DUNS number of the supplier⁴

Volkswagen Group email address⁴ Example: external.firstname.lastname@audi.de

B2B profile ID⁴

Group ID (UserID)⁴

Only to be filled out by supplier employees

Please also enter additional identifying characteristics.

DUNS number of the supplier⁴

Business email address⁴

B2B profile ID⁴

⁴ Required information for identification. Please provide the same data that you gave to AUDI AG in the past. If you do not enter information for this identifying characteristic, there is a chance that no unique identification will be possible in our system.

⁵ Optional information, where applicable, used exclusively for identification purposes.

⁷ Please do not forget to fill in the additional sections in the form for your indicated relationship. We need additional information in order to identify you in the system. Otherwise your request cannot be processed.

⁸ If we are unable to uniquely identify you on the basis of your details, we may ask you to send us a copy of your identity card.

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Information about your request

The protection of your personal data is very important to AUDI AG. In order to process your request quickly, we require further information about you and your request. We will search for your data on the basis of the information you provide in this GDPR request form. Please note that we must first identify you unambiguously. Your first name, last name, postal address and other information about your data subject group are required fields. Information about your telephone number and email address help us to identify you unambiguously. To ensure better readability of the content we will not use gender-specific terms.

AUDI AG will answer your request within the statutory time frame. In the meantime, we kindly ask you not to inquire about the status of your request. Please send us additional documents (e.g. photocopies of your ID papers) only if we ask you for them. If you are inquiring not for yourself but for someone else, we need a written power of attorney from the data subject as well as a photocopy of the ID card of the person granted the power of attorney. This must show the following: First and last name, address and validity date. All other information (including the photo) may be blacked out or rendered illegible. Alternatively, you can submit a photocopy of your passport with these details in conjunction with a valid registration certificate. Please note that the copy of your ID card/passport must be unambiguous and permanently recognizable as a copy (e.g. a black-and-white photocopy marked "Copy").

By signing the consent declaration on the first page of this request form, you consent to AUDI AG processing the data on the sent photocopy of your ID card/passport, such as the first and last name, address, validity date and date of birth, in order to identify you in relation to your request. The copy of your ID document will be destroyed in a data protection-compliant manner as soon as your identity has been established. You can withdraw this consent declaration at any time with future effect. Please use the contact information listed below. However, if you withdraw your consent declaration before your identity has been confirmed, your request cannot be processed any further.

We can only give you information about your Audi if you were the vehicle's owner in the relevant period. Where necessary, we may require a confirmation from the vehicle's owner before we can provide information about your Audi.

If you request **information about stored data**, you will be provided with the data that AUDI AG has stored about you as a data subject. For data protection reasons, this information is sent by post only. We apologize for any inconvenience.

If you request **data portability**, you will receive the data that AUDI AG has stored on you as a data subject. This is supplied in a machine-readable format. This information as well as instructions on how to download your data will be sent to you by post only. We apologize for any inconvenience.

If you request the **withdrawal of all consent declarations**, you withdraw all consent declarations that you have made to AUDI AG. All personal data processed on the basis of your consent declaration is then immediately and permanently erased from AUDI AG systems unless we are entitled or obliged to process it further. One example of such an obligation is the fulfillment of an agreement to which the data subject is a party.

If you request **data erasure**, all your personal data will be immediately and permanently erased from AUDI AG systems unless we are entitled or obliged to process it further. One example of such an obligation is the fulfillment of an agreement to which the data subject is a party.

Please note that despite deletion of your personal data, you may still receive future advertising from AUDI AG, for example in the case of the use of external data. If you do not wish this, we will be happy to include you in our internal blacklist for direct marketing. Please note this on page 1.

In the event of an **objection to processing for direct marketing**, AUDI AG will permanently store your contact data (name and address) in an internal blacklist for direct marketing. If you have given AUDI AG consent for advertising measures, this remains effective, unless you note on page 1 a revocation of your declaration of consent.

If you request **data rectification**, we make the desired changes on all our systems. We then confirm this by post.

If you request **restricted processing**, we will block your personal data in accordance with the statutory requirements. We then confirm this by post.

AUDI AG will process your request in the system in which we have already saved your indicated relationship. In the interest of a clearer flow of information in the case of a request for stored data, if you have multiple relationships with us, you will receive separate confirmation notifications for each indicated relationship. The documents will be sent together in one letter.

Please note that your requests relate exclusively to AUDI AG. Third parties, for example your Audi partner, may also have personal data about you. If you wish to withdraw any declarations of consent vis-à-vis third parties you must do it directly with them.

Data protection notice

The data you provide on the GDPR request form, as well as any information you provide together with the form, is processed by AUDI AG exclusively for fulfilling your request. Of course, with regard to processing your personal data within the framework of your request, you also have the relevant data protection rights to information, rectification, erasure and restriction. Further information about this and about your right to complain to the responsible data protection authority can be found in our extensive data protection declaration at www.audi.de/datenschutz along with our other contact details, including those of our data protection officer.

Please send this GDPR request form (page 1 and 2) to the Audi GDPR team. If you fold the form at the indicated positions, it will fit into a window envelope. Please ensure that the address of the Audi GDPR team is visible through the window in the box with a black outline (see below). To prevent delays in processing your request, kindly send any required photocopies of requested documents together with your filled-in GDPR request form. These photocopies are used only to identify you unambiguously. They are not stored, but are destroyed immediately once your request has been entered (see the left-hand column regarding the handling of any photocopies of ID papers that you send us). Do not forget to include any required powers of attorney. Please send us the documents within 30 days. If not, we cannot process your request and will close the case.

Sincerely,

Your Audi GDPR team

AUDI AG
DSGVO-Anfrage
Postfach 600108
14401 Potsdam