

DATA SUBJECT REQUEST FORM

This form is used to make a request under the General Data Protection Regulation for request information about your personal data that is held by 3M legal entities ("3M").

Please answer the questions below to help us to process your request.

1. About You

Title	
Family name/surname as written in your passport (if you have one)	
Middle name	
First name(s)	
Other names (for example, maiden name) relevant to your enquiry	
Address	
Town/City	
Postal code	
Country	
Contact phone number	
E-mail address	

In case we have a query about your request, how would you like us to contact you? (*tick one*)

By e-mail

By post

If you would like us to contact you by other means, please let us know how:

If your preferred language of communication is not English, please specify preferred language:

2. Further details

Are you the data subject?

Yes, I am the data subject (please send us proof of your identity: copy of passport or driving licence or other national ID document. Please black out your photo and Social security number if that is included on the document).

No, I am acting on behalf of the data subject with their express permission, or with the appropriate legal authority (please send a letter of authority and proof of your identity).

How are you exercising these rights? (<i>tick one</i>):		
Customer <input type="checkbox"/>	Employee/Contractor <input type="checkbox"/> If you are an employee or former employee, and remember your 3M UPIN number, please specify UPIN #:	Other:
Please specify which 3M legal entity(ies) relevant to your request, if known:		
3. Request		
What do you request? Please provide details of the specific personal data you seek.		
When did you supply information to 3M in which context? (Approximate dates will help us).		
Please specify the period of time you would like us to provide the information for.		
Please provide any other relevant information that may help us process your request.		
4. Next Steps		
<p>Please send a copy of this form, including proof of your identity (see point 2 above), to Privacy_EU@mmm.com, and we will respond to your request as soon as possible.</p> <p>Under the applicable laws, we have to provide the requested information within one month after your request provided that your request contains all required information. In certain cases we have the right to extend this period with two months. If we do this, we will let you know within one month after your request. If we decide not to give the information you request (for example if we do not process any personal data of you), we will let you know within one month.</p> <p>We advise that you retain a copy of this form for your own records.</p>		
<p><i>3M will process your personal data, and that of the data subject if you are making a request on behalf of someone else, for the purpose of assessing and responding to your request only. Further details on how we process your personal data in relation your request, including how long we store the data, can be found in our privacy policy, which you can access here https://www.3m.co.uk/3M/en_GB/company-uk/privacy-policy/</i></p>		