

## BRIGHT HORIZONS DATA SUBJECT ACCESS REQUEST FORM

### **GENERAL INFORMATION**

#### **1. Your Rights:**

Under the General Data Protection Regulation (the “GDPR”), you have the right to obtain confirmation that we are processing your personal data and access to it. This right applies to personal data that we process by automated means (electronically) or manual records which form part of a filing system. You only have the right to access your own personal data and not to information relating to other people (unless you are acting on behalf of someone).

#### **2. Exemptions:**

There are exemptions that allow us not to provide access to your personal data. By way of example, some common exemptions are (please note that this list is not exhaustive):

- Disclosures relating to another individual who can be identified
- Duty of confidentiality owed to the other individual identified
- Prevention or detection of crime
- Apprehension or prosecution of offenders
- Confidential references
- Legal professional privilege
- Management forecasting/planning that would prejudice the conduct of our business
- Disclosure that would likely prejudice any of the purposes listed above

#### **3. Our Response Time:**

Bright Horizons strives to process data subject access request promptly. We will respond within 30 calendar days from when we receive your request and other information necessary to process your request (such as proof of identity or further details to locate the personal data). We may extend this period by two further months where necessary, taking into consideration the complexity and number of requests. We will inform you of any such extensions along with the reasons for the delay.

#### **4. Proof of identity:**

The GDPR requires us to ensure we only share personal data with the correct person. We may require two original pieces of documentation, for example, a recent utility bill or bank statement showing your name *and* address. In some cases, due to the sensitive nature of the personal data being requested, we may require additional details such as a passport, photo ID, or driving licence. We cannot accept photocopies of documentation for identification purposes.

#### **5. Locating personal data:**

In order to assist us in locating your personal data, please specify the nature of the personal data that you are seeking, its possible location if known and relevant time frames. Answering the questions in the form below, will help ensure we can locate your personal data.

**6. Data Subject Access Request Form**

Please return this form to the [dataprivacy@brighthorizons.com](mailto:dataprivacy@brighthorizons.com) or to the attention of the Legal Department at the relevant locations below:

United Kingdom and Ireland	Netherlands	United States, Canada, and India
<i>Bright Horizons Family Solutions Ltd</i> 2 Crown Court Rushden Northamptonshire NN10 6BS UK	<i>Kindergarden Nederland B.V.</i> Herengracht 244 1016 BT Amsterdam Netherlands	<i>Bright Horizons Family Solutions LLC</i> 200 Talcott Avenue South Watertown Massachusetts 02472 USA

**DATA SUBJECT DETAILS**

Full Name: _____
Address: _____
_____
_____ Postcode: _____
Telephone #: _____ Email: _____

**DATA REQUEST**

Please describe your request below providing sufficient information to allow us to locate it.

If data subject receives/received services from Bright Horizons please include: type of service; location of service (name and address of nursery); dates of services; and date of birth of data subject.

If data subject works/worked for Bright Horizons please include: the name and location of nursery/office; dates of employment; job title; and date of birth.

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**DETAILS OF THIRD PARTY REQUESTING DATA SUBJECT ACCESS (if different then data subject)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return supporting documentation as evidence of your right to access the data subject's information with this request form (i.e. birth certificate, court order or power of attorney).

**PROOF OF IDENTITY**

Please list the documents/identification that you have returned with this form for proof of identity:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ [INSERT NAME], certify that the information given on this form to Bright Horizons is correct. I understand that I may need to provide proof of my identity and sufficient information for Bright Horizons to locate the requested personal data. In addition, I understand that Bright Horizons may need to inform third parties of your data subject access request if their personal data is involved.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_