

Data Subject Rights Request Form

FERMA-aligned governance • GDPR-compliant • Last updated: 20 August 2025

Before you begin

Who is responsible? If your assessment was commissioned by an employer or third-party client, that organization is the data controller for any data they store. MySkillsProfile acts as a data processor and anonymizes minimal identifiers (name, email) 120 days after completion.

Where to submit? Requests about data stored by your employer or commissioning organization should be submitted to them directly. You may still submit this form to help us direct you.

Security & identity verification: To minimize the risk of unauthorized disclosure, we will normally send responses to the same email address used to complete the assessment. If you no longer have access to that inbox, you will need to provide identity evidence.

1) Your details

Full name	Email used when completing the assessment(s)
Current contact email (if different)	Phone (optional)
Postal address (optional)	

2) Are you acting on behalf of someone else?

☐ Yes — I am an authorized representative and will provide written authority.

Representative name (if applicable)	Organization / firm (if applicable)

3) Assessment details

Name or type of assessment(s)	Date(s) assessment(s) completed
Did you pay for the assessment(s) yourself? (Yes/No/Not sure)	Name & location of the commissioning organization

4) Rights you wish to exercise

- ☐ Access — provide a copy of my personal data.
- ☐ Rectification — correct inaccurate personal data.
- ☐ Erasure — delete my personal data (subject to legal basis).
- ☐ Restriction — limit processing of my personal data.

- ☐ Objection — object to processing of my personal data.
- ☐ Portability — provide my data in a portable format, where applicable.
- ☐ Withdraw consent — where processing relies on consent.
- ☐ Route to data controller — please forward details to the commissioning organization, where appropriate.

Details (optional):

5) Delivery & verification

- ☐ Send response to the original assessment email (recommended for security).
- ☐ Send to a different email (provide identity evidence if you no longer control the original inbox).

Identity verification note (optional):

6) Governance, timelines & audit trail

MySkillsProfile logs and risk-assesses each request in line with our enterprise risk management framework and FERMA principles (accountability, transparency, proportionality). We aim to respond within one month of receipt of a valid request, with extensions where permitted by law for complex or numerous requests.

7) Declaration

- ☐ I confirm that I am the data subject (or an authorized representative) and the information provided is accurate.
- ☐ I understand MySkillsProfile anonymizes minimal identifiers after 120 days and that my employer or commissioning organization may be the data controller for stored results.

Signature	Date
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Contact & escalation

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This form supports GDPR rights while applying FERMA-aligned risk governance. We retain a minimal audit trail of requests to demonstrate compliance.

Please return your completed form to privacy@myskillsprofile.com