

**Personal Data Request Form**

*(for access, correction, and withdrawal of consent)*

**Important:**

1. The requested data and reply will be provided to you within thirty (30) days from the date of submission of the duly completed form to Expeditors International of Washington, Inc. (“**Expeditors**”). Please complete the Personal Data Request Form and insure that the information provided is true and correct. Expeditors will contact you within thirty (30) days if more information is required to process your request or should more time be needed to provide you with the required information. Please email the completed form to: dataprivacy@expeditors.com or send the completed form to:

Expeditors International of Washington, Inc.

Legal Department

1015 3rd Ave, 12th Floor

Seattle, Washington State 98104

USA

Attn: Melissa Loh | Senior Counsel and Global Data Privacy Officer

1. Expeditors is not obliged to provide information in connection with:

[A] personal data related to on-going investigation and legal proceeding;

[B] personal data which, if disclosed, would cause immediate/grave harm to the individual’s safety or physical or mental health or threaten the safety, physical or mental health of another individual;

[C] personal data about another individual;

[D] information that would reveal confidential commercial information that could harm the competitive information of the organization; and

[E] any other reasons set out in applicable privacy and data protection laws.

1. Expeditors reserves the right to charge a reasonable administrative fee for access service.
2. The personal data that you have provided in this form will be used for processing your request. The provision of your personal data is voluntary. By providing such personal data, you consent to the collection, use, and disclosure of such personal data for the purpose stated in this form.

**Requestor’s Information:**

|  |  |
| --- | --- |
| **Full Name:** | *Insert full name* |
| **Pseudonyms, usernames, or alternative names (*e.g.,* maiden name) relevant to your inquiry:** | *Insert pseudonyms, usernames, or alternative names* |
| **Address:** | *Insert address* |
| **Previous Address:**(Complete this section if you have lived at your current address for less than one (1) year. Indicate the time period that you have lived at each address.) | *Insert previous address* |
| **Telephone No.:**(In case Expeditors needs to clarify your request) | *Insert telephone number* |
| **Email Address:**(In case Expeditors needs to clarify your request) | *Insert email address* |

**Please provide proof of identity which connects you to the personal data you are requesting:**

* If you are requesting information about you as a contact within our customer organization, please supply the name of your organization, address (or branch) of your organization, your name, and your title at your organization
* If you are requesting information about you as an employee of Expeditors please supply your name, your title/position in Expeditors, and the Expeditors branch office where you are based
* If none of the above please supply a copy of your driver’s license or passport

**Type of Request:**

Check where applicable

[ ] Section A- Access to personal data

[ ] Section B -Correction of personal data

[ ] Section C -Withdrawal of consent to use and disclose of personal data

**Section A - Request for Access**

1. **Please provide details of the specific personal data you seek.**

|  |
| --- |
| *Description of personal data sought to be accessed or corrected* |

1. **Please explain why Expeditors is likely to hold the above personal data (*e.g.,* explain your relationship with Expeditors) and include relevant dates.**

|  |
| --- |
| *Explain why Expeditors is likely to process and store your personal data and include relevant dates* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: | *Sign here* |  | Date: | *Click on date* |

**Section B - Request for Correction**

**Please complete this section if you are requesting for a correction of your personal data by Expeditors.**

|  |  |
| --- | --- |
| **Before Correction** | **After Correction** |
| Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: | *Sign here* |  | Date: | *Click on date* |

**Section C - Withdrawal of Consent**

**Important information on Withdrawal of Consent**

1. This Notice of Withdrawal of Consent must be duly and fully completed accurately, dated and signed by the person requesting for the withdrawal.
2. Please send a copy of the duly completed form to:

Expeditors International of Washington, Inc.

Legal Department

1015 3rd Ave, 12th Floor

Seattle, Washington State 98104

USA

Attn: Melissa Loh | Senior Counsel and Global Data Privacy Officer

1. Expeditors Global Data Privacy Officer will contact you if more information is required to process your request for the withdrawal.
2. Upon the receipt of this completed Notice of Withdrawal of Consent, Expeditors and our data intermediaries will discontinue sending marketing messages to you and cease using your personal data where indicated by you within thirty (30) working days from the date of receipt of your notice.

Please indicate the purpose for which you wish to withdraw consent to use your personal data:

|  |
| --- |
| [ ]  For marketing and promotion materials |
| [ ] Others (please specify) | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: | *Sign here* |  | Date: | *Click on date* |