

# DATA SUBJECT REQUEST POLICY

## 1. Introduction

Mahindra Racing UK Ltd., New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ, UK, (“Mahindra Racing UK” or “we”) are committed to compliance with applicable data protection laws and, in particular, the EU General Data Protection Regulation ("GDPR"). We will make all reasonable endeavours to ensure that all Personal Data, as defined below under point 5, are collected, processed, used, disclosed, and erased in accordance with applicable data protection laws.

Mahindra Racing UK recognises the responsibility it has towards all its employees, contractors, customers, and suppliers, to adequately protect their Personal Data and to respect and safeguard their rights under applicable data protection laws.

This Data Subject Request Process Policy applies to requests of data subjects with regard to their rights under applicable data protection laws.

We reserve the right to amend this policy from time to time at our discretion and/or to reflect legislative and/or regulatory requirements.

## 2. Purpose

This policy aims to protect and promote the data protection rights of data subjects and of Mahindra Racing UK, by informing employees, contractors, agents, representatives, and other staff members of Mahindra Racing UK, of their data protection obligations and of the procedures that must be followed in order to ensure compliance with the GDPR. This policy sets out your obligations to Mahindra Racing UK in respect of Personal Data which you may collect, store and/or process in the course of your employment or engagement.

Our various data protection notices contain information about the Personal Data we will collect, store and/or process about you and your rights under the data protection legislation.

## 3. Scope

This policy applies to all employees, contractors, agents, representatives, staff members, and any third party to whom this policy has been communicated. This policy covers all Personal Data processed electronically or stored in manual (paper) files.

## 4. Rights of the data subject

In connection with the processing of their Personal Data, the GDPR gives data subjects the following rights:

- Right of information and access to confirm details about the Personal Data that is being processed about them and to obtain a copy;
- Right to rectification of any inaccurate Personal Data;
- Right to erasure of Personal Data held about them (in certain circumstances);
- Right to restriction on the use of Personal Data held about them (in certain circumstances);
- Right to portability – right to receive data processed by automated means and have it transferred to another data controller; and
- Right to object to the processing of their Personal Data.

Whilst these rights protect you, as our employees, contractors, agents, representatives, and other staff members, equally they protect individuals whose Personal Data is collected, stored and/or processed by you on behalf of Mahindra Racing UK and/or in the course of your employment or engagement with Mahindra Racing UK.

Everybody working for Mahindra Racing UK has to be familiar with these rights and adhere to the procedures to uphold these rights.

If anybody receives a request from a data subject (including customers or any other third party) to exercise any of these rights, the request must be referred to the following email address immediately:

Email: Chandrashekhar.Joshi@mahindrafe.com

Within one month of receipt of such a request, except in particular circumstances, Mahindra Racing UK has to respond to a data subject's request. Therefore, it is important that you forward the request to the email stated above without any delay. Data subject requests will then be handled in compliance with applicable laws.

## 5. Definitions

The following definitions apply to this policy:

Personal Data	Any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

## 4. Requests

Please address your requests or questions concerning this policy to the following email address:

Email: Chandrashekhar.Joshi@mahindrafe.com

Last updated: 20<sup>th</sup> June, 2018