**Information Request Form**

Applicant Name:

Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email:

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Type of information requested (check all that apply) :** | Involving personal data\*? Yes  No  Involving company data\*? Yes  No  Will the requested data be anonymized or aggregated prior to receipt ? Yes  No  Will the requested data be anonymized or aggregated after receipt ? Yes  No | |
| **Who owns the data requested?(Legal Entity)**  **Will you provide the data owner with the results from your use of the data or will you provide any type of compensation to the data owner for use of the data? If so, describe details.** |  | |
| **Describe the information requested.** |  | |
| **How will the requested data be used?** |  | |
| **Will the information be shared with any other party?** | No, the Information will only be used by Applicant.  Yes, the Information will be shared with another Daimler Affiliate(s). If so, which Affiliate(s)\_\_.  Yes, the Information will be shared with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | |
| **Indicate details about method to be used to share / transmit data.** | Email  Physical Media.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  System / Website  Will be ingested in the data lake by us\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Indicate details about security controls to safeguard the information.** | Encryption  Secure Transport  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **How long will data be retained by Applicant? Must be reviewed for further retention within 2 years or data will not be retained.** |  | |
| **Additional Information:**  Provide any additional applicable information about the information requested. |  | |
| **Applicant’s Supervisor’s Approval**  Name :  Signature: Date: | |  |
| **Current Data Owner**  **As the Data Owner I hereby certify that the data is**  **complete and accurate for use described herein.**  Name: Entity: \_\_\_\_\_\_\_\_\_\_\_\_  Dept. Team: \_\_\_\_\_\_\_\_\_\_\_\_    Data owner’s consent: Yes  No  Signature: Date : | | If yes, any conditions?  If no, please provide reasons. |
| **Data Lake Gatekeeper**  Name:\_\_\_\_\_\_\_ Entity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dept.: Team: \_  Data Gatekeeper’s consent: Yes  No  Signature : Date : | | If yes, any conditions?  If no, please provide reasons. |
| **Legal**  Key Account (KA) Lawyer name: \_\_\_\_\_\_  KA Lawyer’s approval: Yes  No  Signature: Date: | | If yes, any conditions?  If no, please provide reasons. |
| **Information Security**  Key Account (KA) ISO name : \_\_\_\_\_\_  KA ISO’s approval : Yes  No  Signature: Date: | | If yes, any conditions?  If no, please provide reasons. |
| * Definition of personal data : Personal data is all information about certain or definable natural persons. A person is definable for instance if the personal relationship can be determined using a combination of information with even incidental additional knowledge. * Definition of company confidentiality : Unauthorized disclosure would have significant negative impact on Daimler, its stockholders, business partners or employees. Unauthorized disclosure may even violate laws or regulations. Access is always restricted based on a “need to know”. | | |

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| **Applicant’s Undertaking**  I understand Daimler has strict data control and data protection policy. I hereby undertake to abide by all the applicable laws and regulations as well as the company’s policies with respect to data protection. I hereby also undertake that I will keep confidential of the data I have requested and obtained, that I will use the data strictly for the business purpose of and within the scope of my application stated above, and that I will not share the requested data with any other person internally and externally without proper approval above. I undertake to bear the relevant responsibility in case of breach on my side.  Applicant’s name:  Signature: Date: |