

Data Access Request Form

For Third-Party Vendors

This **Data Access Request Form** sample for third-party vendors streamlines the process of securely granting data access. It ensures clear communication of permissions and responsibilities, helping organizations maintain compliance with privacy regulations. Using this form fosters transparency and accountability between parties involved.

1. Vendor Information

Vendor Name	
Vendor Contact Person	
Email Address	
Phone Number	
Company Address	

2. Data Access Details

Type of Data Requested	
Purpose of Access	
Level of Access Required	<input type="checkbox"/> Read Only <input type="checkbox"/> Write/Modify <input type="checkbox"/> Download/Export
Requested Access Start Date	
Requested Access End Date	
Systems or Applications Involved	

3. Data Protection and Compliance

- ☐ Vendor agrees to comply with all relevant data protection laws, regulations, and company policies.
- ☐ Vendor will implement appropriate security measures to safeguard data.
- ☐ Vendor will notify the company immediately in case of any data breach or unauthorized access.

4. Approvals

Submitted By (Vendor)		Date	
Reviewed By (Company)		Date	
Approved By (Data Owner)		Date	

By signing this form, the vendor acknowledges all responsibilities related to the access and handling of the requested data. All requests are subject to review and approval by the data owner.

Vendor Signature & Date

Company Representative Signature & Date

