

to the Rules for the Consideration of Data Subjects' Applications regarding the Exercise of their Rights

DATA SUBJECT'S APPLICATION REGARDING THE EXERCISE OF THEIR RIGHTS

According to the EU General Data Protection Regulation No 2016/679, the data subject has the right of access to their personal data, the right to request the data controller to rectify or to erase personal data, the right to restrict the processing of personal data related to the data subject, and the right to object to such processing. This Form of the Data Subject's Application Regarding the Exercise of their Rights will help us to receive information necessary to exercise the data subject's rights.

Please specify **one** company to which this Application is addressed:

In order to reply to your Application, we need to know the relationship between you and the company to which this Application is addressed. Please mark the applicable option(s):

Employee

Client

Client's employee

Supplier

Supplier's employee

Visitor to the Company's website

Other (please specify) _____

1. Name and surname	2. Date of birth
3. Residential address of the data subject	
4. Contact details of the data subject	
Phone number:	E-mail address:
5. Information about the data requested to be provided, information about personal data requested to be erased, or information about the data requested to be rectified	
Please provide additional information that would help to find your personal data, to delete your data or to rectify your data (e. g. the specific period for which the processed personal data are requested, the specific period during which emails were sent, your previous surname if you have changed your surname etc.). If we do not receive sufficient information regarding the data being requested, we will not be able to fulfill your application.	
6. Please specify the applicant, i. e. the data subject or the data subject's representative	
Data subject ☐ Data subject's representative ☐	
If the data is requested by the data subject's representative please provide the information indicated in point 8 below and a copy of a document confirming the representative's authority.	
7. I confirm that I am the data subject	

Signature: _____

Name and surname: _____

Date: _____

To be completed by the Company's employee if the Application is submitted directly to the Company's employee:

Personal ID document produced for identification:

Passport ☐ Personal ID card ☐

Employee's name and surname, signature

8. Where the Application is filed by the data subject's representative, please specify the representative's name and surname, basis of representation and contact details

Name and surname of the data subject's representative:

Signature of the data subject's representative:

Date: _____

Documents evidencing representation: _____

Contact details for replying: _____

9. Method of receiving the reply

I prefer to receive the reply:

By email ☐ In person ☐

Name and surname, signature: _____

Please be advised that we will endeavor to respond to your Application within a period of no more than 30 (thirty) calendar days. This period may be extended, if necessary, by no more than an additional 2 months, depending on the complexity and number of requests. Upon receipt of your Application, your identity as a data subject will need to be verified to ensure that information regarding data processing is not disclosed to unauthorized third parties. If you have any questions, please contact us at dataprotection@mvggroup.eu.