

REQUEST OF PERSONAL DATA SUBJECT

If you wish to exercise your rights in connection with the processing of your personal data, please fill in this request form. We will try to deal with your request as quickly as possible, although always within one month of receiving the request.

The information you provide in this form will be used in order to process your request. You may also file a request in another manner than completing this form, but if you do fill in the form, your request will be dealt with more quickly.

PART A: Details of applicant

Full name:	
Address:	
Telephone no.:	
E-mail address:	

PART B: Are you the personal data subject?

Check the appropriate box and continue following the instructions in brackets:

- YES, I am the personal data subject.
I sign the request in a manner enabling myself to be identified¹
(move on to part D)
- NO, I am acting on behalf of the personal data subject as agent.
I accompany this request with (i) a power of attorney granted by the data subject²
and also (ii) sign it in a manner enabling myself to be identified.
(move on to part C)

¹ To ensure that we are dealing with an authorised person, we must verify your identity. We therefore ask you to present us in person with any official document containing your full name and address (identity card, driver's licence, passport, etc.), or to otherwise prove your identity (your notarised signature on the request form, an advanced electronic signature, logging in to our information system using your username and password). If the applicant's identity is not adequately proven, we reserve the right to refuse the request.

² Enclose written authorisation from the data subject, either the original or a scanned copy (if the request is filed electronically) with the notarised signature of the data subject.

PART C: Details of data subject (if different from details given in part A)

Full name:	
Address:	
Telephone no.:	
E-mail address:	

PART D: Request

Check the appropriate box, depending on what you request in connection with the processing of your personal data.

Request type	Check as applicable	Specification of request
provision of information on whether we process your personal data	<input type="checkbox"/>	
provision of information on the terms under which your personal data is processed	<input type="checkbox"/>	
provision of a list of your personal data that we process	<input type="checkbox"/>	
correction of your personal data (specify which)	<input type="checkbox"/>	
deletion of your personal data (specify which)	<input type="checkbox"/>	
restriction on the processing of your personal data (specify which and for what reason) ³	<input type="checkbox"/>	
transfer of personal data (specify which and to whom)	<input type="checkbox"/>	
filing of an objection to the processing of your personal data (specify which processing you object to)	<input type="checkbox"/>	

³ If you request a correction or file an objection against the processing of your personal data, the restriction will automatically apply to the relevant personal data (you do not have to request this separately).

PART E: Information on settlement of request

I would like to be sent information on how my request is settled, or other communication concerning my request (selection one option):

electronically to the e-mail address:

in writing to the address:

PART F: Declaration

I declare that I have fully understood the above information and that the details stated in this request are true. I have been informed that my personal data stated in this request is essential for the request to be processed.

In on.....

signature of applicant

Please send the completed request form to (address):

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or electronically to the e-mail address: