

**REQUEST FOR ACTION CONCERNING THE PROCESSING OF MY PERSONAL DATA IN UAB ONNINEN**

Use this form to exercise your rights as a data subject. To submit a request, we need to verify your identity and obtain some additional information. The rights of a data subject have been described on the back of this form. We will send the data you request in writing within one month from the submission of the request to the address you provide below.

**Rights of the data subject** (Please choose below)

Checking the data \_\_\_\_\_ Transferring the data \_\_\_\_\_

Correcting the data \_\_\_\_\_ Objecting the processing of the data \_\_\_\_\_

Removing the data \_\_\_\_\_ Restricting the processing of the data \_\_\_\_\_

**Request for action and grounds for the request** (e.g. which data do you wish to correct). Are you a customer/personnel member/business partner? Which register does your request concern? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Choose time period** (for checking and transferring data) 12 months / whole history

**Personal information (to be filled in by the requestor)**

Name (first and last name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth /
Business ID if you represent a company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode and city \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in block letters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fulfil and printout the form** and bring it to the store for identification.
**DO NOT FORGET TO BRING YOUR PERSONAL DOCUMENT TOGETHER!**

We will send the response to the address you have provided.

**Rights of the data subject**

**Checking the data**

When you request access to your data, UAB Onninen will inform you on whether it is processing personal data on you or not, and will provide you with a copy of the personal data being processed.

**Correcting the data**

You have the right to have incomplete personal data on you completed and inaccurate data corrected.

**Removing the data**

You have the right to request for your personal data to be removed from the register. Your data will be removed if there are no longer legal grounds for processing them.

**Transferring the data**

You have the right to obtain the personal data you yourself have provided to us in a machine-readable format and transmit the data from one system to another if the processing is based on consent or contract and if the processing is carried out by automated means.

**Objecting the processing of the data**

We may process your personal data on the basis of legitimate interest, that is, as part of our business operations if we have determined that the processing does not infringe your personal data protection. In such cases, you have the right to object the processing of your personal data for personal reasons.

You may also object the processing of your personal data for direct marketing purposes at any time.

**Restricting the processing of the data**

You may have the right to restrict the processing of your personal data. Once the processing has been restricted, the controller as a rule will not process your data in any other way except storing the data. This right exists, for example, if you contest the accuracy of your personal data, if the processing is unlawful, or if you have objected to the processing of your personal data and are waiting for a response to your request.