

REQUEST FORM RELATED TO YOUR PERSONAL DATA

For us to assist you in exercising your rights under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) we kindly ask you to provide the following information. By providing this information you will enable us to carry out your request faster and more efficiently. Only the person whose personal data is processed may put forward a request regarding that specific personal data. No person may put forward a request on behalf of another person.

Please note that, any copies of your personal data you request will be compiled and communicated in a digital format.

Should you request the information to be compiled in an analogue format, a fee will be charged based on the administrative costs of carrying out this request.

Should you request the information to be communicated by mail, a fee will be charged based on the administrative costs of carrying out this request.

1. IDENTIFICATION AND E-MAIL ADDRESS (MANDATORY INFORMATION)

First name: _____

Last name: _____

Postal address: _____

City and postal code: _____

Country: _____

Telephone number: _____

E-mail address: _____

For us to validate your identity in respect of the specific request **we kindly require you to include in your request a valid form of Identification Document (ID)** enabling us to validate your identity. This may be a copy of your Passport or Driving License or Identity Card. In case no valid ID is provided for, the request as such will be considered void and no further action will be taken from our side.

2. FORMAT OF INFORMATION

Please mark the way in which you prefer to receive the information requested. Please note that, in case you do not chose one of the options below, the default method of compilation of the information will be in way of a digital format.

Should you request that the information is to be compiled in an analogue format, a fee will be charged based on the administrative costs of carrying out this request.

Digital format: _____

Analogue format: _____

3. FORMAT OF RESPONSE

Please mark the way in which you prefer to receive the information requested. Please note that, in case you do not chose one or the options below, the default means of communication will be e-mail.

Should you request the information to be communicated by mail, a fee will be charged based on the administrative costs of carrying out this request.

E-mail: _____

Mail: _____

4. ACTION(S) REQUESTED (MANDATORY INFORMATION)

Please specify what action(s) you request us to carry out. In case no specific request(s) is made in this section, the request as such will be considered void and no further action will be taken from our side.

By this request I would like to:

Opt-out from direct marketing methods via the following methods

- telephone (for the phone number specified above): _____
- e-mail (for the e-mail address specified above): _____
- mail (for the mail address specified above): _____

Opt-out of profiling related to direct marketing: _____

Exercise my right to access to my personal data: _____

Exercise my right to data portability of my personal data: _____

Exercise my right to rectification of my personal data: _____

Exercise my right to erasure of my personal data: _____

Exercise my right to restriction of processing of my personal data: _____

Exercise my right to object to the processing of my personal data: _____

For us to understand your request and enable us to carry it out, we kindly ask you to specify the basis for your request. We would need you to specify e.g. the data you wish to delete / have rectified / no longer to be used. It would also be a help to us if you specify why you find the data to be incorrect, unnecessary or irrelevant, should this be the case.

Date: _____

Signature: _____

Steps to submit a Request Form Related to Your Personal Data:

First, download and fill out the Form. Please make sure you have filled out the sections that are mandatory.

Second, print the completed Form and sign and date it.

Third, E-mail the signed and dated Form including a copy of a valid ID to info@reachlaw.fi. Alternatively, you may mail the signed and dated Form to REACHLaw, Vänrikinkuja 3 JK 21 FI-02600 Espoo, Finland.