

Request by the data subject to exercise his or her rights

**within the meaning of Articles 15, 16, 17, 18, 20 and 21 of Regulation (EU) 2016/679 of the
European Parliament and of the Council (hereinafter the "GDPR")**

Recipient (controller):

Name:

Address:

Business ID number:

The controller may restrict the scope of the rights of the data subject within the meaning of Article 23 of the GDPR if such restriction is established in order to ensure, in particular, the protection of the rights of the data subject or other persons and the enforcement of civil law claims.

Applicant (data subject)

Title, name, surname:

Correspondence address:

Email address:

Further information about the person in question, if you consider it important for searching in the controller's systems (date of birth, employee number, etc.):

(The controller may request additional information needed to verify the identity of the person in question if there are legitimate doubts about the identity of the individual making the request. If the controller proves it is unable to identify the person in question, it may refuse to act on this request in relation to the exercise of the rights of the data subject.

Requested method of processing the request: (tick one option)

(The controller must provide the applicant with information in written or electronic form, as a rule in the same form in which the request was submitted. If the applicant requests, the controller can also provide the information orally, if the applicant proves their identity by other means.)

- ☐ in paper form ☐ by email ☐ orally

The right the data subject is exercising through his or her request in accordance with the GDPR

(please tick - you can choose more than one)

- ☐ **Article 15 - access** to personal data *(such access must not adversely affect the rights of other individuals)*
- ☐ **Article 16 – rectification and completion** of personal data
- ☐ **Article 17 - erasure** of personal data *(the right to be forgotten)*

(published personal data/unnecessary personal data/unlawfully processed personal data/personal data processed for direct marketing purposes/personal data after withdrawal of consent for processing, if there is no other legal basis for processing; this right does not apply to data

processed in the exercise of public authority vested in the controller, processed for scientific/statistical purposes, historical research, for the exercise of the right to freedom of expression and the right to information, and for proving and enforcing legal claims)

☐ **Article 18 - restriction of processing** of personal data

(During the correction of incorrect data, during verification or when processing in the exercise of public authority/based on the legitimate interests of the controller, the interests of the data subject do not prevail if the data subject contests the deletion of data and requests this to be replaced by a restriction of processing, if the controller no longer needs the data and the data subject needs them to assert a legal claim)

☐ **Article 20 - transfer** of personal data processed by automated means

(when processing data on the basis of the data subject's consent/a contract between the controller and the person concerned; not applicable to data processed in the exercise of official authority vested in the controller)

☐ **Article 21 - Objection to the processing** of personal data

(when processing for the needs of public interest/exercise of public authority vested in the controller/legitimate interests of the controller – if the controller continues processing, it will provide justification/when processing for the purposes of direct marketing – the controller will immediately suspend the processing)

For more information on your request:

The controller will provide the following information to the data subject in accordance with Article 13 of the GDPR:

The **legal basis** for processing personal data obtained from the applicant and stated in this request is 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. The controller **retains these data for the duration** of the purpose of the processing and for the duration of the retention period of the registration record, which is five years according to the controller's Registration Rules.

The **purpose of the processing** of these data is to record and handle the request of the individual in question for the exercise of their rights in accordance with applicable legislation. The controller has designated a responsible person authorised to oversee the protection of personal data in accordance with the GDPR (hereinafter the "responsible person").

The **recipients** of personal data in accordance with this purpose are the controller, the data subject, and possibly the Office for Personal Data Protection of the Czech Republic to which the controller has a notification obligation, as well as recipients to whom the controller must notify, in accordance with Article 19 of the GDPR, the correction/deletion of personal data and restrictions on the processing of personal data.

The person in question has the right to be provided with information, the right to access personal data, the right to rectification, and the right to lodge a proposal to initiate proceedings under Act No 110/2019, the Act on the Processing of Personal Data. Further information on the rights of the

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Business ID number: 288 92 275**

person in question is provided in the GDPR and also on the website of the controller (in the section Personal data protection).

The data subject/applicant declares that he or she has read this information before submitting the form "Request by a data subject to exercise their rights under the GDPR".

Date and signature of the data subject
(applicant)