

Annex A

Recommended sample for submitting a Request on behalf of the requesting party (Data Subject)

Introduction

If you wish to exercise any of your rights as Data Subject according to the General Data Protection Regulation (“**GDPR**”), please fill out this form.

If you are completing the form on behalf of another person, please fill out all parts of the form.

If you are completing the form to receive information on your own personal data, fill out parts 1 and 3.

Part 1 – to be filled out by everyone

1. Please provide the following data:

Name:

Address:

.....

.....

Mobile phone:

E-mail address:

Age:

2. Please describe your relationship with our company (e.g. consumer or, employee, and indicate whether the relationship still exists or has been terminated):

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3. Which right according to the GDPR do you wish to exercise in relation to your personal data?

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4. If you wish to access personal data that we store, please answer the following questions in detail.

(a) Do you think we are storing the data in paper format?

(b) If so, please answer the following questions:

- Which employee do you think is in possession of the data?

- What date shall we start the search at?

(c) Do you think we are storing the information in e-mails or other electronic format?

(d) If so, please provide the following information:

- Sender and addressee of the messages,

- The subject of the e-mails,

- Date and creator of the Facebook post on our page,

- The dates/time span when you believe the messages were sent,

- Any other information you think might help the search.

5. Please provide as much information as possible on the reasons behind the right you wish to exercise.

6. If necessary, please provide information on the errors in the data that we are storing about you, or the data that is not up-to-date.

7. If necessary, please provide information on the organization that you would like us to transfer your personal data to.

Company:.....

Address:

.....

.....

Telephone number:

E-mail address:.....

Part 2 – to be filled out by those submitting a Request on behalf of another person

1. Please provide the data of the person on whose behalf you are submitting the Request:

Name:

Address:

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Mobile phone:

E-mail address:

Age:

2. Please specify your relationship with the aforementioned person (e.g. parent, legal representative):

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3. Please attach your power of attorney for the procedure on behalf of the aforementioned person, or a verification of your right to representation.

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Part 3 – to be filled out by everyone

Please attach the following to this form:

- The power of attorney for the procedure on behalf of the aforementioned person (if necessary).

Please send the above to the following e-mail address:

PMHU.GDPR@pmi.com

If you have received the requested information, but you believe that we have provided an insufficient response to your Request, please send an e-mail to the aforementioned address providing the reasons. After that, we shall review the case and inform you of the measures taken, or the reasons why we have not taken any further measures and stating that you can file a complaint at the data protection authority, or turn to the courts for a legal remedy.