

## Personal Data Request Form

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### 1. REQUEST

Please tick the appropriate box(es), sign and return the form to Alfa Rom's Data Protection Officer at [dpo@alfarom.eu](mailto:dpo@alfarom.eu). See AD-03-ENG, Section §10, for additional information.

I, the undersigned, would like to:

- Access** my personal data. Go to Section 2.
- Rectify** inaccurate or incomplete personal data. Go to Section 3.
- Erase** my personal data. Go to Section 4.
- Restrict** the processing of my personal data. Go to Section 5.
- Object** to my personal data being processed. Go to Section 6.

### 2. Access of Personal Data

Alfa Rom will provide the requester with a log and a copy of the personal data processed or retained. These will normally be presented in electronic form, unless specifically requested otherwise. Use this section to make such special requests.

I, the undersigned, would also like to:

- Receive **printed copies** of my personal data.  
*Administrative and postal charges will apply depending on the actual amount of data.*

### 3. Rectification of Personal Data

Please attach relevant documents in support of your request to rectify inaccurate or incomplete personal data. Use this section to make additional special requests.

I, the undersigned, would also like to:

- Be informed when the rectification of my personal data has been completed.
- Ask Alfa Rom to inform the third parties about this request to rectify my personal data.

### 4. Erasure of Personal Data

Use this section to make additional special requests.

I, the undersigned, would also like to:

- Be informed when the erasure of my personal data has been completed.
- Ask Alfa Rom to inform the third parties about this request to erase my personal data.



### 5. Restriction of Processing

Please notify Alfa Rom to which specific personal data you would like to apply the restriction and the reasons.

I, the undersigned, would like to restrict the processing of the following personal data:

- Personal details: name, address, date and place of birth, citizenship, next of kin etc.;
- Identification data: national identification number, social security number, online identifiers etc.;
- Authentication data: specimen signature;
- Contact information data: phone numbers and emails;
- Personal documents: photocopies of passport, national ID cards, driver's licence;
- Bank accounts;
- Working time, payroll, statutory pay records;
- Appraisal, assessment or disciplinary records;
- Loan records.

The restriction is requested because:

- The personal data is innacurate or incomplete;
- The processing of these data is unlawful;
- Alfa Rom no longer needs the personal data for the purposes of the processing;
- Of public interest or legitimate interest.

### 6. Object to Processing

I, the undersigned, would like to:

- Object to my personal data being **processed** based on a public interest or a legitimate interest.
- Object to the **profiling** of my personal data based on a public interest or a legitimate interest.
- Object to my personal data being used for direct **marketing**.

.....  
(date)

.....  
(signature)

.....  
(full name)