

DATA SUBJECT'S REQUEST UNDER GDPR

Labona s.r.o., ID No.: 038 98 881
with registered office in Palackého nám. 152, 665 01, Rosice

This request is used to exercise the rights of the data subject under the provisions of Articles 15-21 of 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as "**GDPR**"), namely the right to access personal data, the right to change personal data, as well as the right to rectification, erasure of personal data, the right to restriction of processing, the right to data portability, the right to withdraw consent to the processing of personal data and the right to object.

Labona s.r.o., ID No.: 038 98 881, with registered office at Palackého nám. 152, 665 01 Rosice (hereinafter referred to as "**Labona s.r.o.**") will use this form to identify the applicant and subsequently to accept the processing and processing of the applicant's request.

APPLICANT IDENTIFICATION DATA:

Title, name and surname:	
Date of birth / ID No.:	
Address of permanent residence:	
Contact address:	
Phone:	
Email:	
Data box:	
Relationship to Labona s.r.o. (potential/current/former; customer/employee/supplier)	

IDENTIFICATION OF THE APPLICANT'S REPRESENTATIVE (if the applicant is applying through an agent or legal representative):

Title, name and surname:	
Date of birth:	
Contact address:	

If the applicant is applying through an agent/legal representative, a document authorizing the agent/legal representative to act on the applicant's behalf (certified power of attorney, etc.) must be submitted with the application.

PREFERRED METHOD OF COMMUNICATION WITH LABONA S.R.O. - for sending a reply to the request (if the preferred method is not selected, the response to the request will be sent to the applicant's contact or permanent address - except if the request was sent to Labona Ltd. via email or data mailbox, in which case it will be answered by the same method):

Address of permanent residence <input type="checkbox"/>	Contact address <input type="checkbox"/>	Email <input type="checkbox"/>	Data box <input type="checkbox"/>
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1. I REQUEST ACCESS TO MY PERSONAL DATA PROCESSED BY LABONA S.R.O.

Pursuant to Article 15 of the GDPR, the data subject has the right of access to all personal data processed by Labona s.r.o., and therefore the right to obtain confirmation from Labona s.r.o. whether or not personal data concerning him or her is processed, and if it is processed, he or she has the right to obtain, in particular, the information referred to in Article 15(1) of the GDPR.

In accordance with Article 15 of the GDPR, **I hereby exercise my right of access to my personal data** and request the following:

- ☐ **confirmation whether** Labona s.r.o. **processes personal data concerning my person;**
- ☐ **information about my personal data** processed by Labona s.r.o., namely:
 - ☐ the purpose of processing (i.e. why Labona s.r.o. processes my data);
 - ☐ the categories of personal data concerned (i.e. what personal data Labona s.r.o. processes);
 - ☐ the recipients or categories of recipients to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations;
 - ☐ the planned period of time for which the personal data will be stored at Labona s.r.o., or if it is not possible to determine the exact period of time, at least the criteria used to determine this period of time;
 - ☐ the existence of the right to request from Labona s.r.o. the rectification or erasure of personal data concerning the data subject or the restriction of its processing and the existence of the right to object to such processing and the right to lodge a complaint with the supervisory authority;
 - ☐ all available information on the source of the personal data, unless the data is obtained from the subject;
 - ☐ the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information on the procedure used, as well as the significance and the expected consequences of such processing for the data subject.
- ☐ **copies of my personal data** processed by Labona s.r.o.

Please **select the information you require** above. If you do not make a choice, we will provide you with information to the extent specified in Article 15(1) of the GDPR, i.e., to the full extent, if personal data is processed.

Labona s.r.o. will provide you with a copy of the personal data processed free of charge upon your request. For any further copies requested by the data subject, Labona s.r.o. may charge a reasonable fee based on administrative costs.

2. I AM REQUESTING THE CORRECTION OF PERSONAL DATA PROCESSED BY LABONA S.R.O.

Pursuant to Article 16 of the GDPR, the data subject has the right to have inaccurate personal data concerning him or her corrected by Labona s.r.o. without undue delay; taking into account the purpose of the processing, the data subject has the right to have incomplete personal data completed, including by providing an additional declaration.

In accordance with Article 16 of the GDPR, **I hereby exercise my right to rectification** and request the rectification of the following personal data of mine (please indicate here the personal data to be rectified):

Correct/updated personal data (please provide correct/updated personal data):

3. REQUEST FOR DELETION OF PERSONAL DATA PROCESSED BY LABONA S.R.O.

Pursuant to Article 17 of the GDPR, the data subject has the right to have the personal data relating to the data subject erased by Labona s.r.o. without undue delay and Labona s.r.o. is obliged to delete the personal data without undue delay if one of the following reasons is given: *(a) the personal data is no longer necessary for the purposes for which it was collected or otherwise processed, (b) the data subject withdraws the consent on the basis of which the data was processed and there is no further legal basis for the processing, (c) the data subject objects to the processing and there are no overriding legitimate reasons for the processing, (d) the personal data was processed unlawfully, (e) the personal data must be erased to comply with a legal obligation, (f) the personal data was collected in connection with the offer of information society services pursuant to Art. 8(1) of GDPR.*

In accordance with Article 17 of the GDPR, I hereby exercise my right to have my personal data erased to the following extent (please indicate here the personal data to be erased):

I exercise the above right to limit the processing of personal data on the grounds that:

- ☐ the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed,
- ☐ I withdraw the consent on the basis of which the data was processed and there is no further legal basis for the processing,
- ☐ I object to the processing and there are no overriding legitimate grounds for the processing,
- ☐ the personal data has been unlawfully processed,
- ☐ personal data must be erased to comply with a legal obligation,
- ☐ the personal data has been collected in relation to the offer of information society services referred to in Article 8(1);

I acknowledge that Labona s.r.o. may continue to process certain personal data, in particular in cases where it does so on the basis of fulfilling one of the legal grounds listed under Article 6 of the GDPR, in particular for the reason under Article 6(1)(c) (the data is necessary to process for the performance of a legal obligation of Labona s.r.o.) or (f) (the data is necessary to process for the purposes of the legitimate interests of Labona s.r.o.).

4. I REQUEST LIMITATION ON THE PROCESSING OF PERSONAL DATA PROCESSED BY LABONA S.R.O.

According to Article 18 of the GDPR, the data subject has the right to have Labona s.r.o. restrict processing of data in any of the following cases: (a) the data subject contests the accuracy of the personal data for the period necessary to allow the controller to verify the accuracy of the personal data; (b) the processing is unlawful and the data subject refuses to erase the personal data and requests instead that the use of the personal data be restricted; (c) the controller no longer needs the personal data for the purposes of the processing but the data subject requires the data for the establishment, exercise or defence of legal claims; or (d) the data subject objects to the processing until it is verified that the controller's legitimate grounds override those of the data subject.

In accordance with Article 18 GDPR, **I hereby exercise my right to limit the processing of my personal data** and request Labona s.r.o. on the limitation of the processing of my personal data (the limitation applies to the personal data listed below):

I exercise the above right to limit the processing of personal data on the grounds that:

- ☐ I contest the accuracy of the personal data processed;
- ☐ I believe that the processing is unlawful and instead of erasure I request restriction of the processing of my personal data;
- ☐ I need the personal data for the establishment, exercise or defence of my legal claims, even if you no longer need to process the personal data as a controller;
- ☐ I have objected to the processing of my personal data.

5. REQUEST FOR TRANSFER OF PROCESSED PERSONAL DATA LABONA S.R.O.

Pursuant to Article 20 of the GDPR, the data subject has the right to obtain personal data concerning him or her provided by Labona s.r.o. in a structured, commonly used, and machine-readable format; and the right to transmit such data to another controller without hindrance from the controller to whom the personal data has been provided, in the event that the legal basis for the processing of personal data is consent or a contract and the processing of personal data is carried out by automated means.

In accordance with Article 20 GDPR, **I hereby exercise my right to the portability of my personal data** and request Labona s.r.o. to transfer my personal data (the transfer concerns the personal data listed

below):

Reason for exercising the right to portability:

If you would like Labona s.r.o. to transfer your personal data to another controller, please provide the name, ID number, registered office, contact (phone number, email address) below:

6. I APPLY OBJECTION TO THE PROCESSING OF MY PERSONAL DATA PROCESSED BY LABONA S.R.O.

Pursuant to Article 21 of the GDPR, the data subject shall have the right to object at any time, on grounds relating to his or her particular situation, to processing of his or her personal data processed on the following legal grounds: a) the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, b) the processing is necessary for the purposes of the legitimate interests of the controller or a third party.

In accordance with Article 21 GDPR, I hereby exercise my right to object to the processing of personal data concerning my person (please describe):

Reasons for objection (please describe):

7. I APPLY THE WITHDRAWAL OF CONSENT TO THE PROCESSING OF PERSONAL DATA BY LABONA S.R.O.

According to the GDPR, the data subject has the right to withdraw his or her consent to the processing of personal data at any time if the personal data is processed on the basis of consent to the processing of personal data.

I hereby exercise my right and withdraw this consent I have given to Labona s.r.o. (describe as precisely as possible what consent you wish to withdraw in this way):

The data subject's rights under the GDPR set out within this document are exercised by **sending this form directly to Labona s.r.o.** via **email: *info@labona.cz***, or **in writing** to the registered office of this administrator: *Palackého nám. 152, 665 01 Rosice*, or via **data box : uk6y3zj**.

Labona s.r.o., as a personal data controller, provides all communications and statements regarding the rights exercised by the data subject free of charge without undue delay, but no later than one (1) month after the data subject has exercised the right. Labona s.r.o. shall be entitled to extend the deadline by two (2) months, if necessary and in view of the complexity and number of applications. Labona s.r.o. is obliged to inform the data subject of the extension of the deadline, including the reasons.

Labona s.r.o. reserves the right, in the event that the data subject exercises his or her rights unreasonably or disproportionately, to charge the data subject a reasonable fee taking into account the administrative costs associated with providing the requested information, or to refuse to comply with the data subject's request.

I certify that all the information I have provided on this form is correct and true and I am authorized to use it. I acknowledge that if this declaration proves to be false, I accept responsibility and the consequences for the handling of the personal data provided pursuant to this application.

Place..... Date

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Applicant's signature