

REQUEST TO DELETE PERSONAL DATA FORM

Request To Delete Personal Data Form

1. Data About the Individual

Name, surname: _____

Contact information: _____

2. Are You the Data Subject?

YES

If you are the data subject, please provide proof of your identity (e.g., driver's license, birth certificate, identity card). Please also specify your relationship with the Company:

- I am a former/current employee of the Company
- I am a former/current job applicant of the Company
- I am a former/current client of the Company / an employee of a client
- I am none of the above (please specify): _____

NO

Are you acting on behalf of the data subject with written authorization? If yes, the authorization must be submitted together with this request. Please specify the data represented subject's relationship with the Company:

- The data subject is a former/current employee of the Company
- The data subject is a former/current job applicant of the Company
- The data subject is a former/current client of the Company / an employee of a client
- The data subject is none of the above (please specify): _____

3. Data About the Data Subject (if different from section 1)

Name, surname: _____

4. Please Explain Your Relationship with the Data Subject Allowing You to Submit This Request:

5. Please Specify Which of Your Personal Data Should Be Deleted:

6. Important Information

To fulfil this request, the Company may need to share information with third parties (service providers).

If you do not provide specific information in section 5, the request will be treated as a request to delete all personal data processed by the Company that can be deleted.

A Company representative responsible for handling requests will contact you by email (if provided) or by phone if additional information is needed. Please allow sufficient time for processing after submitting your request.

Documents to Be Submitted with This Request

- Proof of identity
- If submitted by a representative – identity document or copy for the data subject
- If submitted by a representative – proof of authorization (representation agreement or equivalent)
- If original documents were sent – a stamped, self-addressed envelope for returning originals

For internal company use

Request received: _____

Request completed: _____

Notes: _____