DATA SUBJECT'S REQUEST FOR CHANGE OF DATA PROCESSING

The European Union's General Data Protection Regulation No. 2016/679 provides that the data subject is entitled to access personal data, request the controller to rectify or delete the personal data or to restrict or disagree with processing of the personal data relating to the data subject. This form of the data subject's request for exercise of the rights will help us to obtain the information needed to implement the data subject's rights.

We inform you that we will endeavour to respond to your request within a maximum period of 30 (thirty) calendar days. This period may be extended, if necessary, but for no longer than 2 (two) months, depending on the complexity and scope of the request. Upon receipt of your request, we will identify you as the data subject so that the information about the processing would not be provided to unauthorized persons who are not entitled to access it. Should you have any questions, please kindly contact us by e-mail: dataprotection(eta)sorbum.eu.

In order for us to be able to respond to your request, we need to know the relationship between you and UAB Sorbum Group, including legal entities of its group. Furthermore, please answer all the questions below and send a signed application form, along with a copy of the personal identity document, to the company at J. Jasinskio st. 16G, Vilnius or by e-mail: dataprotection(eta)sorbum.eu.

**1. Relationship with UAB Sorbum Group:**

Employee □

Client                                        □

Client's employee                             □

Sub-contractor                □

Sub-contractor's employee □

Supplier                                    □

Supplier's employee □

Visitor of the company's website □

Other (please specify) □

**2. Name, surname**

**3. Date of birth**

**4. Address of the data subject's residence:**

**5. Data subject's contact details:**

Telephone number:

E-mail address:

**6.** **Information about the data you are requesting to submit, modify, delete or rectify.** Please provide additional information to help us find, modify, delete or rectify your data (for example, a specific period for which you request to submit the data being processed; if you have changed a surname, provide your previous surname, etc.). Unfortunately, we will not be able to respond to your request, unless we are given enough information.

**7. Please indicate whether the information is requested by the data subject himself / herself or his / her representative:**

Data subject □ Data subject's representative □   If the information is requested by the data subject's representative, please fill in the information indicated in clause 9 and a copy of the document certifying the representation.

**8. I certify that I am the data subject:**

Signature:

First name, surname:

Date:

If the application is submitted personally to the employee of the Company, it shall be specified, along with the document certifying identity, what kind of the document it is:

Passport □ Personal identity card □

Name and surname, signature of the company's employee:

**9. If the request is made by a representative of the data subject, please specify:**

Signature:

First name, surname:

Date:

Documents certifying representation:

Contact details to which you would like to receive an answer:

**10.   Desired way of receiving an answer:**

By e-mail □ By collection in person □

**First name, surname, signature:**