

Annex No. 1
to Personal data privacy policy of candidates
for recruitment/ traineeship in private limited liability company „Transméja“

TO: Private limited liability company „Transméja“
Legal entity's number: 145130191
Juridical address: Metalistų St. 3, Šiauliai
E-mail address: dpo@transmeja.lt

REQUEST
TO EXERCISE DATA SUBJECT'S RIGHTS

Date: _____

If You have any questions on how to complete this data subject's request, please address our data security officer by e-mail: dpo@transmeja.lt.

I. DATA SUBJECT'S DATA:

(Enter your data in CAPITAL LETTERS which will allow us to identify You so that we implement your request; date of birth should be specified only when the request is submitted in person upon arrival to the office of private limited liability company „Transméja“)

Given name: _____
Family name: _____
Telephone No.: _____
E-mail: _____
Date of birth: _____

II. DATA OF DATA SUBJECT'S REPRESENTATIVE:

(TO BE COMPLETED IF THE REQUEST IS SUBMITTED THROUGH A REPRESENTATIVE; Enter your data as a representative of the data subject in CAPITAL LETTERS which will allow us to identify You so that we implement the request of the person represented by you; date of birth should be specified only when the request is submitted in person upon arrival to the office of private limited liability company „Transméja“)

Given name: _____
Family name: _____
Telephone No.: _____
E-mail: _____
Date of birth: _____

Basis of representation (as for e.g., power of attorney): _____

III. DATA SUBJECT'S REQUEST:

(Please, mark which of the rights below you seek to exercise)

To know about own data processing;

personal data processed;

To familiarize with own personal data and to receive a copy of the

- To demand to erase your personal data;
- To demand to correct your personal data;
- To transfer your personal data;
- To restrict the processing of your personal data;
- To disagree with the processing of your personal data;
- To revoke your consent provided at an earlier date;
- Not to agree with the decision taken on the grounds of automated decision-making and profiling and to demand personal intervention in order to take a decision;

****Please, complete the fields below marked with * only according to the right you seek to exercise indicated in your request.***

****If you wish to use your right to know of the processing of your personal data,*** please, specify which own personal data processed you wish to know about and which information on the data processing you wish to know (length of processing, data recipients, etc.)

****If you wish to use your right to familiarize yourself with own personal data and to receive a copy of the personal data processed,*** you should indicate, which specific information about your personal data you wish to familiarize with. Clearly indicate, if you wish to get a copy of the data.

****If you demand to erase your personal data,*** please, specify which personal data (of which categories of the personal data) you wish to erase along with the reasons of such erasure:

****If you demand to correct your personal data,*** please, complete the table below with regard to every piece of information you intend to correct:

Incorrect your personal information	Correct your personal information

*If you demand to transfer your personal data, please, specify to which person (by indicating a legal entity's name and number, natural person's name, date of birth; contact information (e-mail address, telephone No., address)) we should transfer Your personal data; furthermore, you may indicate, which of your personal data you seek to transfer (processed on which grounds (processed in the case of agreement with you; processed on the basis of your consent; collected throughout some specific period; processed for some specific purpose; what personal data categories)

*If you demand to restrict the processing of your personal data, please, specify the processing of which personal data you seek to restrict and for what reasons

*If you seek to disagree with the processing of your personal data, please, specify for what purpose processed your personal data you disagree, also, if you disagree only with the processing of your personal data of some specific categories, and specify with the processing of which categories of the personal data you disagree

*If you seek to revoke your consent which was provided at an earlier date, please, specify for which purpose for the processing of your personal data you seek to revoke your consent

*If you seek not to agree with the decision taken on the grounds of the automated decision-making and profiling, and to request a personal intervention for making a decision, please, specify the decision taken with regard to which you seek to exercise this right

You may provide any other information, if you are of the opinion that it would be helpful to us for implementation of your request or it may facilitate the exercise of your rights:

IV.

METHOD OF RECEIVING THE REPLY:

(Please, specify how you wish to receive our reply. If you do not specify the method of receiving the reply, we will submit our reply in the same form as we received your request)

By e-mail

_____.

By post to the address

_____.

Metalistų St. 3, Šiauliai.

By collecting in person in the office of UAB „Transmėja“ located in

V.

THE DOCUMENT (-S) PROVIDED FOR IDENTIFICATION

SPECIFIED BELOW:

(To be completed, if the request is submitted to UAB „Transmėja“, address: Metalistų St. 3, Šiauliai)

DATA SUBJECT'S DOCUMENT:

Personal ID card;

Pasport.

DOCUMENTS OF THE DATA SUBJECT'S REPRESENTATIVE (WHERE THE REQUEST IS SUBMITTED THROUGH A REPRESENTATIVE):

Personal ID card;

Pasport;

Document confirming the representation and conforming to the legislation requirements (as for e.g., power of attorney):

_____.

*Given name, family name (IN CAPITAL LETTERS), signature of the data subject or data subject's representative
(where the request is submitted through a representative).*

*. When the request for the exercise of the data subject's rights is submitted by e-mail: dpo@transmeja.lt , such request must be
attached in pdf format and signed by the certified electronic signature of the applicant (representative).*

The translator assumes liability for accuracy of the translation from Lithuanian into English.

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