

# HellermannTyton

Hello and thank you for contacting HellermannTyton Limited, Griffin House, 135 High Street, Crawley, West Sussex, RH10 1DQ (hereinafter referred to as “HellermannTyton” or “we”).

Before we can process your request, we need to ask you for some information. We have to confirm your relationship to us as well as your identity so that no personal data is disclosed to the wrong person. We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request. Please avoid informing us of any unnecessary personal data in this request. The details of identity and powers of authority are mandatory fields.

Please send the completed form by post or e-mail to our data protection manager: Hayley Foster  
Tel.: +44 (0)1293 608905 HellermannTyton Limited, Griffin House, 135 High Street, Crawley, West Sussex, RH10 1DQ E-mail: [hayley.foster@hellermanntyton.co.uk](mailto:hayley.foster@hellermanntyton.co.uk) Please include documents that enable your identity to be verified

## **IDENTITY AND POWER OF AUTHORITY**

Relationship to HellermannTyton Limited

Customer, supplier, employee, consultant

Full name (first name and surname)

Please enter your full name here.

Address

Please enter your full address here.  
If you work for one of our customers or suppliers, please give the name of the company and the business address.

Contact details

Please enter your e-mail address or telephone number or other contact option via which we can reach you in connection with your request.

Confirmation of your identity and power of authority for the request

Please send us documentary evidence that can be used to confirm you identity, e.g. a copy of your passport or your driving licence.

If you are acting on behalf of a third party, please insert the information for that party above and send us copies of evidence of identity both for you yourself and for this person, together with a power of attorney from the person on whose behalf you are making the request.

Date, signature

Sign here

# Rights of the Data Subject

## **Withdrawal of consent for the processing of personal data**

Please describe which type of processing you have given your consent to or, in your opinion, which activity or process your consent refers to.

Describe in your own words which consent you wish to withdraw and to what extent this should take place.

## **Right of access**

If you require information on your personal data, information on the processing or a copy of your data, please notify us here in as much detail as possible.

## **Right to rectification**

Please describe here the extent to which we should correct or complete your personal data. If your personal data is incorrect or incomplete, you can inform us of how we can correct or complete it. Please give us any additional details that will help us to better understand the facts of the matter.

**Right to erasure**

Which personal data should we erase? Please give us the details as accurately as possible.

For what reason do you want us to erase your personal data?

**Right to restriction of processing**

For which personal data do you want us to restrict the processing? Please give us the details as accurately as possible.

For what reason do you want us to restrict or stop the processing of your personal data?

### **Right to data portability**

If you have provided us with your personal data and want us to transfer it to another data controller, we will do this provided we are processing the data on the basis of your consent or the personal data was required to conclude a contract with you.

Please let us know which personal data you would like to receive or transfer.

Would you like to receive a copy of the personal data or shall we transfer it directly to a third party? If the answer is yes, to whom shall we send the personal data?

### **Right to object**

If the processing of your personal data is based on the grounds of public interest or legitimate interest or if the data is being used directly for marketing purposes, you can object to the processing of your personal data at any time.

Which type of processing of your personal data do you wish to object to? Please describe in as much detail as possible which personal data your request refers to and why you wish to object to the processing.

Would you like us to restrict the processing of the personal data concerned until we have decided whether our legitimate interest to process the personal data concerned has priority over your objection?

Yes or no

### **Automated individual decision-making**

You have the right to ensure that important decisions concerning you are not made on the basis of general criteria. If you believe that we have made a decision concerning you with the aid of automatic systems and would like the decision to be reviewed by a person, please describe the decision and the background.

If, in order to comply with your request, we have to forward it to recipients of your personal data, would you like to be notified of which recipients we send your request to?

Yes or no

Date, signature

Sign here

Thank you very much for completing this form.

We will now process your request with the information you have supplied and inform you of the outcome as soon as possible.