Thank you for contacting Teknos Group Oy, which from here on will be referred to as “we” or “us”.

To be able to facilitate your request, we would like you to offer some additional information about your request. We need to confirm your relationship with us and your identity, to avoid any personal data would be disclosed to the wrong person.

For questions related to submitting a request, please contact Teknos Data Protection Office by email: DPO@teknos.com

When you have filled in this form, please send it to the Data Protection Office, either by mail or by email. Do not forget to attach the documents validating your identity.

Please send your request to:

Email: DPO@teknos.com

Mail (post): Teknos Group Oy

Att: Data Protection Office

P.O Box 107

FI-00370 HELSINKI

FINLAND

## IDENTITY AND AUTHORITY

Please fill in your current contact details

**First Name**  Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your given name here

**Last name** Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your family name here

**Address** Click or tap here to enter Doc type.Click or tap here to enter text.

 Please state your full address here – street, zip code, city, country

**Contact information** Click or tap here to enter Doc type.Click or tap here to enter text.

Please state your email address or phone number here

**Verification of identity and authority to make request**

Please attach credentials with which it is possible to verify your identity, such as a copy of your passport, driver’s license, EU ID-card, etc.



If you are acting on someone else’s behalf, insert their information above, and please provide copies of both yours and that person’s verification of identity, together with a power of attorney from the person authorising you to make requests on their behalf.

**Signature**

──────────────────────────────
Please sign here

**Relation to Teknos Group or any of its companies**

Please indicate if you are:

[ ] a customer or an employee of a customer to Teknos

[ ] a supplier or an employee of a supplier Teknos

[ ] a current employee at Teknos

[ ] a current consultant at Teknos

[ ] a former employee at Teknos

[ ] a former consultant at Teknos

## WHAT RIGHT DO YOU WANT TO EXERCISE?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail.

Note, please, that by exercising your rights, some collaborative processes can be affected.

Does any of the following alternatives describe what your request is about?

[ ] Withdraw consent If you have given your consent to processing of personal data relating to you, and wish to withdraw it. See section 3.1

[ ] Right of access If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it. See section 3.2

[ ]  Right to rectification If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements. See section 3.3

[ ]  Right to erasure If you want us to delete personal data relating to you, provided that certain conditions are met. See section 3.4

[ ]  Right to restriction of processing

If you want us to stop processing personal data relating to you, but not delete it. See section 3.5.

[ ]  Right to data portability If you want a copy of the personal data relating to you, or want to have it transferred to another company. See section 3.6

[ ]  Right to object to processing

If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing. See section 3.7

[ ]  Right to human intervention

If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision. See section 3.8

[ ]  General question related to GDPR in Teknos or Teknos Privacy Statement

If you have general questions how GDPR is taken care of in Teknos or you want to ask a specific question related to Teknos’ Privacy statement. See section 3.9

If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

Click or tap here to enter Doc type.Click or tap here to enter text.

If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

 Click or tap here to enter Doc type.Click or tap here to enter text.

## REQUEST TEMPLATES

* 1. **Withdrawal of consent**

You may at any time withdraw the consent you have given for the processing of personal data relating to you. However, in relationships between employers and employees, explicit consent is very seldom used, as data is needed to fulfil the working relationship. The consent may however be used in situations where participation is voluntary, such as after-work activities. For us to fulfil your request, we need some additional information from you.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe what you have consented to, or what activity or process that you think the consent relates to?

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

Please describe in your own words, which consent you wish to withdraw and, if applicable, to what extent?

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right of access**

As you are hired by the Teknos Group, we can automatically confirm that we process personal data relating to you. Please provide the following additional information, so that we can perform your request regarding the personal data relating to you.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid providing us with additional personal data as you describe your request.

If you want information about the personal data relating to you, please specify what you wish to know.

Click or tap here to enter Doc type.Click or tap here to enter text.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right to rectification**

You may have personal data that is inaccurate and needs to be rectified upon your request. For us to do this, we need to locate the personal data in question and know what to do with it. Please provide the following information so that we can process your request. Else, you can turn to your point of contact within Teknos (customer service, key account etc.).

Please note that a request for rectification related to an ordinary HR update, for example change of name/-s due to marriage or change of home address due to relocation, you can also contact your local HR Services or your supervisor manager for support.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?

Click or tap here to enter Doc type.Click or tap here to enter text.

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

Click or tap here to enter Doc type.Click or tap here to enter text.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

Do you want information about which recipients we have forwarded your request to?

[ ]  Yes

[ ]  No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right to erasure**

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

What personal data do you wish us to erase? Be as specific as you can, please.

Click or tap here to enter Doc type.Click or tap here to enter text.

What is the reason for your request for us to delete personal data relating to you?

Click or tap here to enter Doc type.Click or tap here to enter text.

If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

[ ]  Yes

[ ]  No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right to restriction of processing**

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

Click or tap here to enter Doc type.Click or tap here to enter text.

What are the reasons for your request for us to restrict and stop processing personal data relating to you?

Click or tap here to enter Doc type.Click or tap here to enter text.

If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

[ ]  Yes

[ ]  No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right to data portability**

If you have provided us with personal data yourself, and wish for us to transfer it to another data controller, we will do so if the legal ground for processing that personal data is your consent or because the personal data was needed for entering into a contract with you. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws may not be eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

Can you please specify what personal data you are interested in receiving or transferring?

Click or tap here to enter Doc type.Click or tap here to enter text.

Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

Click or tap here to enter Doc type.Click or tap here to enter text.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Right to object**

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

Teknos entity at which you work or cooperate with

Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid inserting additional personal data relating to you here.

If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

[ ]  Yes

[ ]  No

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **Automated individual decision-making**

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

Teknos entity at which you work or cooperate with Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe the decision and the relevant background for it.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid inserting additional personal data relating to you here.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

* 1. **General question**

If you have general questions how GDPR is taken care of in Teknos or you want to ask a specific question related to Teknos’ Privacy statement, please provide us with some additional information.

Teknos entity at which you work or cooperate with Click or tap here to enter Doc type.Click or tap here to enter text.

Your position (title) Click or tap here to enter Doc type.Click or tap here to enter text.

Please describe your question and the relevant background for it.

Click or tap here to enter Doc type.Click or tap here to enter text.

Please try to avoid inserting additional personal data relating to you here.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.