

FORM : EXERCISE OF THE RIGHTS OF THE DATA SUBJECT

I. IDENTIFICATION OF THE PARTIES

	Controller	Data subject/you
Name	OPTIMILE NV, hereafter « OPTIMILE»	
Address	Sassevaartstraat 46 box 204, 9000 Ghent, Belgium	
VAT number	BE-0648.837.849	/

II. WHICH RIGHTS DO YOU WISH TO EXERCISE?

Right of access to personal data which OPTIMILE possibly holds on you*

If OPTIMILE processes your personal data, what information would you like to obtain?

- The categories/nature of your personal data processed by OPTIMILE
- The reason or reasons why OPTIMILE processes your personal data
- The recipients or categories of recipients to whom OPTIMILE has disclosed or will disclose your personal data (i.e. recipients in third countries or international organisations)
- The origin of your personal data when these are not collected from you (i.e. where and how did OPTIMILE obtain your personal data)
- The existence or not of automated decision-making (including profiling) with regards to your personal data and, if relevant, meaningful information about the logic involved, the significance and the envisaged consequences of such processing for you
- Where possible, the envisaged period for which your personal data will be stored or, if not possible, the criteria used to determine that period

Right to rectification of your personal data*

- Which (inaccurate) personal data do you wish to rectify?:

_____ → rectification: _____
 _____ → rectification: _____
 _____ → rectification: _____

- Which incomplete personal data do you wish to have completed?

_____ → completion: _____
 _____ → completion: _____
 _____ → completion: _____

Right to erasure/ Right to be forgotten*

Following your request, OPTIMILE will erase your personal data without undue delay where one of the following grounds applies:

- Your personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed
- You have withdrawn your consent with regards to the processing and there exists no other legal ground for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing or you object to the processing for direct marketing purposes
- Your personal data have been unlawfully processed
- Your personal data have to be erased for compliance with a legal obligation which exists on the part of OPTIMILE
- Your personal data have been collected in relation to the offer of information society services

Right to restriction of processing*

You wish OPTIMILE to limit the processing of your personal data and one of the following grounds applies:

- You contest the accuracy of your personal data. Your personal data will not be processed for the period enabling OPTIMILE to verify the accuracy
- The processing is unlawful and you oppose the erasure of your personal data and request a restriction of the use of your personal data instead
- OPTIMILE no longer needs your personal data for the purposes of the processing but you require them for the establishment, exercise or defence of legal claims

* If you have put a tick in the box for this right, please respond to the additional questions concerning this right and/or put a tick in the box of the situation(s) which apply to you on penalty of the non validity of this form.

You have objected to processing your personal data and pending the verification whether the legitimate grounds of OPTIMILE override yours, OPTIMILE will not process your personal data

Right to portability of your personal data*

You wish to receive the personal data – which you provided to OPTIMILE – in a structured, commonly used and machine-readable format

You wish that OPTIMILE transfers your personal data to another controller for processing and one of the following grounds applies:

- The processing is based on your consent
- The processing is carried out by automated means

Note: The transfer by OPTIMILE will only take place when it is technically possible for OPTIMILE to do so

Right to object*

The processing of your personal data (including profiling) occurs (i) for the performance of a task carried out in the public interest (ii) in the exercise of official authority vested in OPTIMILE or (iii) on grounds of the legitimate interests of OPTIMILE or a third party and you wish to object to the processing of your personal data on grounds relating to your particular situation.

Please clarify what the reason(s) is/are for your objections:

Note: OPTIMILE shall no longer process your personal data unless OPTIMILE demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims

You wish to object to the processing of your personal data for direct marketing purposes (including profiling related to such direct marketing). More specifically, you wish that:

- OPTIMILE erases all your personal data from its filing systems. OPTIMILE will contact you again in future if access is regained to your personal data from a third party
- OPTIMILE does not process your personal data anymore for direct marketing purposes and ensures that you will never receive direct marketing again from OPTIMILE or its partners

III. REACTION OF OPTIMILE TO YOUR REQUEST

OPTIMILE shall provide without undue delay and in any event within one month of receipt of your request, information on action taken on your request.

Depending on the complexity of your request and the number of requests, that period may be extended by two further months where necessary.

If OPTIMILE does not take action on your request, OPTIMILE will inform you within one month of receipt of your request and, in addition, OPTIMILE will provide the reasons for not taking action on your request. OPTIMILE will also inform you on the options to (i) lodge a complaint with a supervisory authority or (ii) seek a judicial remedy.

IV. PROOF OF YOUR IDENTITY

~~To prove your identity, you must include a copy of your identity card with this form (cfr. privacy policy)~~

If OPTIMILE has reasonable doubts concerning your identity, OPTIMILE may request the provision of ~~a scan of your identity card~~ **additional information necessary** to confirm your identity. ~~OPTIMILE will delete the personal data collected in this context immediately after it has ascertained your identity.~~

V. SIGNATURE DATA SUBJECT

_____ [signature]

_____ [name]

_____ [location]

_____ [date]

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