

## REQUEST FOR ACCESS TO PERSONAL DATA

This request is used to exercise the right of the data subject under the provisions of Articles 15-22 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as the "Regulation"). Palasino Group, a.s., IČ 64358267, with registered office at Česká Kubice 64, 34532 Česká Kubice will use this form to identify the applicant and subsequently receive and process the applicant's request to exercise the right of access to personal data.

### Personal data of the applicant

Name			
Last name			
Date of birth		Place of birth	
Permanent address	Streets		Descriptive number
	City		POSTCODE
	State		
Contact address	Streets		Descriptive number
	City		POSTCODE
	State		
I am a current or former employee of Palasino Group, a.s. (tick)			NO YES
E-mail*			
Telephone*		Data box*	

\* Optional data - may be used for any questions Palasino Group, a.s. may have when processing your application or to send you a response to your application.

### Preferred method of communication with Palasino Group, a.s. - to send a reply to your request

If you are not selected, a response to your request will be sent to your contact or permanent address (except if your request was sent to Palasino Group, a.s. by email or data box, in which case it will be responded to by the same method).

Contact address	Permanent address	Email	Data box
-----------------	-------------------	-------	----------

### I request access to my personal data.

Specification of the request (*here **you can** provide a more detailed justification of your request or a list of the personal data to which the request relates*):

## REQUEST FOR ACCESS TO PERSONAL DATA

Within one month of receipt of the request, Palasino Group, a.s. shall provide information on the action taken on the request. In view of the complexity and number of requests, this deadline may be extended by a further two months if necessary. The applicant will be informed of the extension and the reasons for it within the same period, i.e. within one month. If the application is not granted, Palasino Group, a.s. will inform the applicant within one month of receipt of the application of the reasons for the refusal and of the possibility of lodging a complaint with the supervisory authority and seeking judicial protection. If the Palasino Group, a.s. considers the request to be manifestly unfounded or unreasonable, it shall have the right to refuse the request or to charge a reasonable fee based on administrative costs. Before assessing any fee, Palasino Group, a.s. shall inform the applicant of the amount of the fee and request consent to process the fee-paying application.

The receipt of requests and the exercise of the right of the data subject is carried out solely against the unambiguous identification of the data subject, that is:

- by submitting a request via the data subject's data mailbox
- by submitting a request by e-mail signed with a recognised electronic signature of the data subject
- by submitting a documentary request with a certified signature of the data subject sent by post
- by submitting a documentary request at the Palasino Group, a.s. premises to an authorised employee who will make an unambiguous identification of the data subject

Anonymous requests or requests without unambiguous identification of the data subject will not be processed.

I certify that all the information I have provided on this form is correct and true and that I am authorized to use it. I acknowledge that if this declaration proves to be false, I accept responsibility and the consequences for the handling of the personal data provided under this application.

\_\_\_\_\_  
Date, name and surname

\_\_\_\_\_  
Signature of the applicant

If the application is submitted at a Palasino Group, a.s. facility to an authorized employee, the employee will verify the identity of the applicant by the identification card presented:

Name and surname of the applicant	
Date of birth	
Type and number of identification document	

\_\_\_\_\_  
Authorised employee (name, surname, personal number)

\_\_\_\_\_  
Signature of authorised employee