

EXERCISE OF THE RIGHTS OF THE DATA SUBJECT FORM		
I. IDENTIFICATION OF THE PARTIES		
	Controller	Data subject/you
Name	NV Teamleader	
Address	Dok Noord 3A/101 9000 Ghent (Belgium)	
VAT number	BE-0899.623.035	/
II. WHICH RIGHTS DO YOU WISH TO EXERCISE?		
<p><input type="checkbox"/> Right of access to personal data which TEAMLEADER possibly holds on you*</p> <p>If TEAMLEADER processes your personal data, what information would you like to obtain?</p> <p><input type="checkbox"/> The categories/nature of your personal data processed by TEAMLEADER</p> <p><input type="checkbox"/> The reason or reasons why TEAMLEADER processes your personal data</p> <p><input type="checkbox"/> The recipients or categories of recipients to whom TEAMLEADER has disclosed or will disclose your personal data (i.e. recipients in third countries or international organisations)</p> <p><input type="checkbox"/> The origin of your personal data (i.e. where and how did TEAMLEADER obtain your personal data)</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Where possible, the envisaged period for which your personal data will be stored or, if not possible, the criteria used to determine that period</p>		
<p><input type="checkbox"/> Right to rectification of your personal data*</p> <p>- Which (inaccurate) personal data do you wish to rectify?:</p> <p>_____ → rectification: _____</p> <p>_____ → rectification: _____</p> <p>_____ → rectification: _____</p> <p>- Which incomplete personal data do you wish to have completed?</p> <p>_____ → completion: _____</p> <p>_____ → completion: _____</p> <p>_____ → completion: _____</p>		
<p><input type="checkbox"/> Right to erasure/ Right to be forgotten*</p> <p>Following your request, TEAMLEADER will erase your personal data without undue delay where one of the following grounds applies:</p> <p><input type="checkbox"/> Your personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed</p> <p><input type="checkbox"/> You have withdrawn your consent with regards to the processing and there exists no other legal ground for the processing</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Your personal data have been unlawfully processed</p> <p><input type="checkbox"/> Your personal data have to be erased for compliance with a legal obligation which exists on the part of TEAMLEADER</p> <p><input type="checkbox"/> Your personal data have been collected in relation to the offer of information society services</p>		
<p><input type="checkbox"/> Right to restriction of processing*</p> <p>You wish TEAMLEADER to limit the processing of your personal data and one of the following grounds applies:</p> <p><input type="checkbox"/> You contest the accuracy of your personal data. Your personal data will not be processed for the period enabling TEAMLEADER to verify the accuracy</p> <p><input type="checkbox"/> 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</p>		

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

☐ **Right to portability of your personal data***

- ☐ You wish to receive the personal data – which you provided to TEAMLEADER – in a structured, commonly used and machine-readable format
- ☐ You wish that TEAMLEADER 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 TEAMLEADER will only take place when it is technically possible for TEAMLEADER 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 TEAMLEADER or (iii) on grounds of the legitimate interests of TEAMLEADER 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: TEAMLEADER shall no longer process your personal data unless TEAMLEADER 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:
- ☐ TEAMLEADER erases all your personal data from its filing systems. TEAMLEADER will contact you again in future if access is regained to your personal data from a third party
 - ☐ TEAMLEADER does not process your personal data anymore for direct marketing purposes and ensures that you will never receive direct marketing again from TEAMLEADER or its partners

III. REACTION OF TEAMLEADER TO YOUR REQUEST

TEAMLEADER 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. In that case, TEAMLEADER will inform you within one month of receipt of your request.

If TEAMLEADER does not take action on your request, TEAMLEADER will inform you within one month of receipt of your request and, in addition, TEAMLEADER will provide the reasons for not taking action on your request. TEAMLEADER 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.

If TEAMLEADER has reasonable doubts concerning your identity, TEAMLEADER may request the provision of additional information necessary to confirm your identity.

V. SIGNATURE DATA SUBJECT

_____ [signature]
 _____ [name]
 _____ [location]
 _____ [date]