

Form

1. Identity of the applicant

Name	
Address	
Postcode and city	
Phone number	
Email address	
Organisation	

Right of access

Access to a:

- Overview of the personal data that have been processed
- Copy of the personal data that have been processed

Right to correction

Which (incorrect) personal data would you like to see corrected?

_____ > correction: _____

_____ > correction: _____

_____ > correction: _____

What incomplete personal data would you like to see completed?

_____ > addition: _____

_____ > addition: _____

_____ > addition: _____

In the event of the addition of a declaration: what declaration do you wish to add?

Right to erasure of data

Ordina will erase your data without unreasonable delay. Fill in the reason(s) that apply:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- You withdraw your consent previously given and there is no other legal ground for the processing.

- You object against the processing and there are no overriding legitimate grounds for the processing.
- The personal data were processed unlawfully.
- The personal data have to be erased for compliance with a legal obligation to which Ordina is subject.

Right to obtain restriction of processing

You want to obtain from Ordina restriction of processing of personal data and one of the following applies:

- You contest the accuracy of the personal data. During the verification of the accuracy, Ordina will not process your personal data.
- The processing is unlawful and you do not want Ordina to erase the personal data but request the restriction of their use instead.
- Ordina no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise or defence of legal claims.
- You have objected against the processing, pending the verification whether the legitimate grounds of Ordina override yours.

Right to data portability

- You want to receive the personal data provided to Ordina in a structured, commonly used and digital format.

Right to object

You have the right to object, on grounds relating to your particular situation, to the processing of your personal data if they are processed on legitimate grounds, in the exercise of official authority or in the public interest.

Ordina will only cease the processing of your personal data if it cannot demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or if those grounds are related to the establishment, exercise or defence of legal claims.

State the reason(s) for your objection:

- You want to object against the processing of your personal data for direct marketing purposes (which includes profiling to the extent that it is related to such direct marketing). Choose one of the options below:
 - You want Ordina to erase all your data from its files. If Ordina receives your data again from a third party, Ordina is allowed to contact you again.
 - You want Ordina to erase your personal data from its files and ensures that you will never receive direct marketing from Ordina or a third partner.

3. Ordina's response to your request

After receipt of this form, Ordina will process the request. The response will be given in writing if a **request** was submitted by letter, and electronically if the request was submitted by email. Ordina will provide you with information on the action taken on your request as soon as possible, however in any case within one month if receipt of the request. Taking into account the complexity of your request and the number of requests, that period may be extended by two further months where necessary. In that case, Ordina will inform you within one month of receipt of your request.

If Ordina does not take action on your request, Ordina will inform you within one month of receipt of your request, stating the reasons for not taking action. Ordina will also inform you about the possibility of (i) lodging a complaint to a supervisory authority or (ii) seeking a judicial remedy.

4. Proof of your identity

As proof of your identity, you must attach a copy of your ID card to this form. Make a protected copy and cover your citizen service number (*Burgerservicenummer* - *BSN*). Or use the KopieID app to make a copy. If, however, Ordina has reasons to doubt your identity, it is entitled to ask you for additional information to confirm your identity.

5. Signature of the applicant

_____ [signature]

_____ [name]

_____ [city]

_____ [date]