

Merlo UK LTD
The Paddocks, Headlands Business Park
BH24 6PB Salisbury Road, Ringwood, Hampshire

HOW TO SEND THE FORM

☞ By standard mail:
Merlo UK LTD
The Paddocks, Headlands Business Park
BH24 6PB Salisbury Road, Ringwood, Hampshire
to the kind attention of: privacy contact person

NOTE: the following must be indicated on the envelope:
"Request to exercise the Data Subject's rights - Reg. EU 2016/679 GDPR".

☞ By e-mail to the following address:
privacy_merlouk@merlo.com

Note: the following must be indicated in the subject of the email:
"Request to exercise the Data Subject's rights - Reg. EU 2016/679 GDPR".

The reply shall be preferentially sent by the same means used by the Data Subject when requesting to exercise its rights.

The request, when legitimate and grounded, can be exercised free of charge; if an amount for reimbursement of expenses is chargeable, the Data Subject will be informed in advance and its prior confirmation shall be awaited.

Merlo UK LTD shall reply by and not later than 30 days as from receipt of the form duly filled in.

If the form is not presented in person and our officers cannot directly verify the identity of the Data Subject, a copy of the identification document reported on the first page of the form is to be enclosed; the copy will be kept in the records with a specific wording (such as: "this document was acquired by Merlo UK LTD together with the form to exercise the Data Subject's rights submitted on").

FORM TO EXERCISE THE DATA SUBJECT'S RIGHTS

Pursuant to Art. 15 to 22 of Reg. EU 2016/679 – GDPR

In order to facilitate the fulfilment of what you are going to require, please indicate here below the actual or alleged processing of your personal data carried out by Merlo UK LTD (for example, sending advertising communications, employee, customer, service user of ...)

The undersigned _____ born in _____ on _____, identifiable through the document _____ no. _____ issued by _____ and expiring on _____ intends to exercise the following rights pursuant to Articles 15 to 22 of Reg. EU 2016/679 - GDPR (tick the relevant box):

Art. 15 of Reg. EU 2016/679 – Access to personal data

The undersigned hereby asks for your confirmation as to whether or not personal data concerning him/her are being processed

Where that is the case, the undersigned hereby asks to obtain access to the personal data, a copy thereof, and the following information:

- the purposes of the processing (Art. 15 letter a));
- the categories of personal data concerned (Art. 15 letter b));
- the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations (Art. 15 letter c));
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period (Art. 15 letter d));
- data source (entity or source which personal data was acquired from) (Art. 15 letter g));
- the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the Data Subject (Art. 15 letter h)).

Art. 16 of Reg. EU 2016/679 – Right to rectification

The undersigned intends to ask for:

- inaccurate personal data to be rectified, namely (indicate here below the requests/motivations/rectifications):

- incomplete data to be completed as follows (indicate here below the requests/motivations/rectifications):

Art. 17 of Reg. EU 2016/679 – Right to erasure (right to be forgotten)

The undersigned intends to ask for the erasure of any processed personal data because:

they are no longer necessary in relation to the purposes for which they were collected or otherwise processed

the Data Subject intends to withdraw consent (in this case please specify the purpose for which the consent is to be withdrawn).

NOTE: Merlo UK LTD will fulfil this specific request if there is no other legal ground for the processing.

the Data Subject objects to the processing

NOTE: Merlo UK LTD will fulfil this specific request if there are no overriding legitimate grounds for the processing.

the personal data have been unlawfully processed

the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which Merlo UK LTD is subject

Art. 18 of Reg. EU 2016/679 – Right to restriction of processing

The undersigned intends to ask for the restriction of any processed personal data because:

the accuracy of the personal data is contested
(indicate here below the requests/motivations/rectifications):

the processing is unlawful

the personal data are no longer necessary since processing has ceased

a verification is pending on the outcome of the objection to processing submitted pursuant to Art. 21 para. 1.

Art. 19 of Reg. EU 2016/679 – Notification obligation regarding rectification or erasure of personal data or restriction of processing

The undersigned hereby asks to be updated on any recipients of his/her personal data receiving communication in relation to the processing for which rectification, erasure or restriction has been requested.

Art. 20 of Reg. EU 2016/679 – Right to data portability

The undersigned hereby asks:

to receive his/her personal data in a structured, commonly used and machine-readable format as the conditions under paragraph 1, letters a) and b), apply.

to directly transmit such personal data to another entity using the following contact details:

Art. 21 of Reg. EU 2016/679 – Right to object

The undersigned objects to the processing of his/her personal data:

pursuant to Art. 6, para. 1, letter e) or f), on grounds relating to his/her particular situation:

pursuant to para. 2, for direct marketing purposes:

Art. 22 of Reg. EU 2016/679 – Automated individual decision-making, including profiling

The undersigned hereby asks not to be subject to a decision based solely on automated processing (including profiling).

NOTE: Merlo UK LTD will fulfil this specific request, unless the automated decision-making process is necessary for the entering into or performance of a contract (Article 22, paragraph 2, letter a)), is authorised by Union or Member State law to which the Data Controller is subject (Article 22, paragraph 2, letter b)), or is based on the Data Subject's explicit consent (Article 22, paragraph 2, letter c)). In the cases referred to Article 22, paragraph 2, letters b) and c), you may in any case obtain human intervention on the part of the Data Controller and express your point of view and contest the decision.

Space for any clarifications or additional notes

Finally, we remind you that you have the right to lodge a complaint with a supervisory authority (Article 15, letter f); that being the case, please refer to the website of the Italian supervisory authority www.garanteprivacy.it

Date and place _____

Yours faithfully,
