

## Form on requests on the right of access Sonion

In order to accommodate your requests on right of access to your personal data, we kindly ask you to fill in this form in order for us to find the specific information you need. This form must be filled in with your best effort and we will handle your request regardless – however the fields regarding *your information* must be filled in as it is a condition for us to identify you in order to accommodate your request.

Your information:	
<b>Your name:</b> (Please fill in your full name)	
<b>Your occupation:</b> (if you are or have been employed at Sonion)	
<b>Your e-mail:</b>	
<b>Your telephone number:</b>	
Unit:	
<b>Which department does your request concern:</b> (e.g. [HR, IT, Finance])	
Details regarding your request:	
<b>What type of personal data do you wish to access?</b> Please fill in as many details as possible regarding your request on access e.g.: - Customer: All my orders in the period X to Y - Employee: Data regarding my absence in connection to my leave in the period X to Y	
<b>In which systems/servers is the data you wish to access stored?</b> If you are or have been employed at Sonion and are aware of this question – e.g. payment systems or time records	
<b>When was the data you wish to access obtained/processed?</b> If possible, please provide us with as many details as you are capable of, e.g.: - Customers: I shopped in Sonion on 7 July 2017 - Employees: At my employment on 7 July 2017	
<b>Under which circumstances was your personal data obtained and processed?</b> If possible, please provide us with as many details as you are capable of with regard to obtaining and processing the data, e.g.: - Customers: By shopping in store/web shop, registering for newsletters, etc. - Employees: During performance reviews, recording of time etc.	