

## Personal data request

According to the data protection regulation, the data subject has certain rights to their personal data. These include, i.a., the right to be informed of the processing of their personal data, obtain a copy of the processed personal data, remove the data, restrict the processing of the data, transfer the data from one system to another and oppose to the processing of the data.

When you wish to review, remove or transfer your personal data, obtain a copy of your processed personal data or have other questions related to your data, please fill in, print and sign this form and send it to the address provided hereinafter.

The data subject cannot exercise all their rights in all situations. The situation is affected by, for example, the reason for processing the personal data. We process all personal data requests and reply without undue delay; in any case, within a month of receiving the request. If your request is more complicated in nature or we have received several requests at the same time, we may postpone the reply by no more than two months. In such a case, we will notify you of the postponed reply.

*We kindly ask you to provide your contact information so that we can identify you and process your request concerning your personal data.*

Contact information of the requestor	
Whole name:	
Address:	
E-mail address:	
Phone number:	
Date of birth:	

## Which company of the Nordic Waterproofing Group is your request related to?

*Select one or more options:*

- AL-Katot Oy     
  KerabitPro Oy     
  SPT-Painting Oy     
  Nordic Takvård AB  
 LA Kattohuolto Oy     
  Nordic Waterproofing Oy

## Which one of your rights does your request concern? I wish to

- get a copy of my personal data processed  
 use my right of data transfer  
 have my personal data deleted  
 request my personal data to be corrected  
 oppose to the processing of my personal data  
 cancel my approval to process my personal data  
 get more information about the processing of my personal data

Give as specific information as possible on the type of personal data your request concerns. You can submit a personal data request concerning all of your personal data or only part thereof. Here you can describe what kind of personal data related to, for example, an event or purpose you are requesting. Furthermore, we can process your request faster if you let us know the time period that your requests concerns.

Which personal data does your request concern?

**What is your relationship with the Nordic Waterproofing Group?**

- Employee or previous employee
- Client, you client number? \_\_\_\_\_
- Partner or supplier, state the name of your company: \_\_\_\_\_
- Other, what? \_\_\_\_\_

**Proof of your identity**

Security and confidentiality are two basic principles we must take into account when receiving a request. It is important that the requestor has been identified as the data subject before the request is processed and completed. This is done to ensure that the information of data subjects is processed in accordance with their wishes and to ensure that another person will not gain access to the other data subject's personal data or have the data removed.

Be prepared to prove your identity, if necessary. If we ask you to prove your identity, we will need a copy of your passport, driver's licence or identity card, or you can come and prove your identity at our office. In this case, we will contact you separately. We cannot process your request if we are unable to identify you.

**Signature**

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**Date**

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**How to return the form**

**By post:** Nordic Waterproofing FI  
Data privacy matters  
Rälssitie 6, 01510 Vantaa

**By e-mail:**  
[tietosuoja@nordicwaterproofing.com](mailto:tietosuoja@nordicwaterproofing.com)