

REQUEST FOR RECTIFICATION OF PERSONAL DATA

In accordance with Article 16 of the EU Regulation¹, I hereby request the rectification of my personal data processed by **MKV GARAGE LTD**, Company Registration No. 14785895, with the registered office at Dept 1361 43 Owston Road, Carcroft, Doncaster, England, DN6 8DA, incorporated with the Registrar of Companies for England and Wales (hereinafter referred to only as the "**Company**").

Personal data of the person making the request:²

Given name and surname: _____

Date of birth: _____

Email³: _____

Contact address: _____

The below specified personal data are to be corrected⁴:

Original data: _____

New data: _____

I want to be informed of the measures taken⁵:

- Electronically to my email
- In writing to my contact address

Date:

Signature of the person making the request

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to only as the "EU Regulation").

² The provision of these data serves to identify the person making the request for the purpose of searching for the data processed by the controller and for the purpose of sending a reply. These data will not be processed for any purpose other than the ones stated above.

³ Please provide only if you wish to be sent a notification of the outcome of your request by e-mail.

⁴ E.g. change of surname, address, email, telephone number provided.

⁵ Please mark the selected option with a cross.

INSTRUCTIONS:

This request may be made **in particular:**

in writing to: MKV GARAGE LTD, with the registered office at Dept 1361 43 Owston Road, Carcroft, Doncaster, England, DN6 8DA

personally in the registered office of the Company

electronically by email: mkvgarageltd@gmail.com, signed with a guaranteed electronic signature of the person making the request

In accordance with Article 12(3) of the EU Regulation, the company is obliged to inform you free of charge of the measures taken without undue delay and in any case within one month of receipt of the request. This period may be extended by a further two months if necessary and in view of the complexity and number of requests. The Company shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

Pursuant to Article 12(4) of the EU Regulation, if the Company does not comply with your request, it will inform you without delay (within one month at the latest) of the reasons for non-compliance and of the possibility of filing a complaint with the supervisory authority (Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7) and to seek judicial protection.

In accordance with Article 12(5) of the EU Regulation, the Company is not obliged to grant your request in whole or in part if the request is manifestly unfounded or unreasonable, in particular because it keeps repeating. In such cases, the Company may:

- (i) charge a reasonable fee taking into account administrative costs; or
- (ii) refuse to grant the request.

In accordance with Article 12(6) of the EU Regulation, if the Company has reasonable doubt about the identity of the sender of the request, it may ask you to provide additional information necessary to confirm your identity.