

## REQUEST FOR DELETION OF PERSONAL DATA

In accordance with Article 17 of the EU Regulation<sup>1</sup>, I hereby request the deletion 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<sup>2</sup>:

Given name and surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email<sup>3</sup>: \_\_\_\_\_

Contact address: \_\_\_\_\_

### By submitting this request, I acknowledge that the Company will delete my personal data if:

- the personal data are no longer needed for the purposes for which they were collected (e.g. the contractual relationship has ended);
- I have withdrawn my consent to the processing of personal data;
- I object to the processing of personal data (this option applies, for example, to the processing of personal data through CCTV or direct marketing);
- personal data have been unlawfully processed;
- personal data must be deleted in order to comply with the legal obligation set out in the legislation to which the Company is obliged to adhere.

### On the other hand, the Company will not delete personal data if, for example:

- it needs the personal data to determine, exercise or defend its legal claims (i.e. if you have a dispute with the Company)
- the obligation to retain personal data is imposed on the Company by law (regulating e.g. accounting).

### Should your request concern only some of the personal data processed, please indicate which specific personal data you wish to have deleted:

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### I want to be informed of the measures taken<sup>4</sup>:

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

**Date:**

**Signature of the person making the request**

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<sup>1</sup> 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").

<sup>2</sup> 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.

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

<sup>4</sup> Please mark the selected option with a cross.

## **INSTRUCTIONS:**

This request may be delivered **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](mailto:mkvgarageltd@gmail.com), signed with a guaranteed electronic signature of the person making the request

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 to file 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.