



# DATA SUBJECT ACCESS REQUEST FORM

Articles 15-22 of the EU General Data Protection Regulation ([Regulation \(EU\) 2016/679](#)) (GDPR) grant you certain rights with regard to your personal data held by EXPERTAROM FOOD INGREDIENTS, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

Please submit your completed request form as a secure email attachment to [dpo@expertarom.com](mailto:dpo@expertarom.com).

We aim to respond to your request within one month of receipt of a fully completed form and proof of identity.

## Requester Name (Data Subject) and Contact Information:

Please provide the data subject's information in the space provided below. All fields are mandatory and must be completed for the processing of your request.

### 1. GENERAL INFORMATION

|    |               |  |
|----|---------------|--|
| 1a | First Name:   |  |
| 1b | Last Name:    |  |
| 1c | Address:      |  |
| 1d | Postal code:  |  |
| 1e | City/Country  |  |
| 1f | Email:        |  |
| 1g | Phone number: |  |

Please provide identification that clearly shows the name, date of birth, and current address of the person the request is about. Acceptable ID: a photocopy or a scanned image of your passport or photo identification such as a driver's license, national identification number card or similar, plus evidence of address such as a utility bill dated within the last 3 months, if your photo identification does not include address information. If you have changed your name, please provide the relevant documents evidencing the change. We will be unable to act on any request until we are able to identify you.

### 2. DESCRIPTION OF THE REQUEST

|   |  |   |
|---|--|---|
| 2a  | Type of right request :                      | <input type="checkbox"/> Access<br><input type="checkbox"/> Rectification<br><input type="checkbox"/> Erasure<br><input type="checkbox"/> Objection of the data processing<br><input type="checkbox"/> Restriction<br><input type="checkbox"/> Data portability |
| Please enter your enquiry to us here:<br>(to assist us in locating the data you are requesting, please include as many specific details as possible, e.g. the Department/Office you have corresponded with/the the relevant period of time or timelines involved ). |  |   |
| 2b  | Modalities for giving requested informations | <input type="checkbox"/> Postal service (to the address indicated on the form or please provide new address if necessary)<br><input type="checkbox"/> Email service   |

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive". However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

*The information collected is for internal access rights treatment only and will be treated confidentially.*

*The Data Protection Officer (DPO) is responsible for processing these informations. Data are kept for a duration of 12 months.*



S.C. EXPERTAROM FOOD INGREDIENTS S.R.L.  
SIBIU- 550052, Șos. Alba Iulia, nr. 150,  
Tel: +4(0)269-208000; Fax: +4(0)269-208002; contact@expertarom.com  
www.expertarom.ro; www.expertarom.com

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BCR Sucursala Sibiu  
IBAN RO57RNCB0227036038930001



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## DECLARATION

I confirm that I have read and understood the terms of this form and I certify that the information given in this application to EXPERTAROM FOOD INGREDIENTS is true.

I have been informed that the personal data provided by Expertarom Food Ingredients will be used solely for the purpose of resolving my request for access to personal data.

I am aware that that any false declaration constitutes identity fraud and may result in prosecution according to the provisions of art. 326 of the Penal Code, and I declare on my own responsibility that I did not have and did not use other names and civil status data other than those registered / attached in / to this application.

I understand that it is necessary for EXPERTAROM FOOD INGREDIENTS to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

I understand that the time limit for responding to this request is 30 days, which will be calculated from the moment the above conditions will be met.

I became aware that the lack of accurate answers to all the questions in the form or their incomplete filling makes it impossible to obtain the requested information.

I know that communication by electronic mail of the requested information is not secured, so is my own choice to assume the risks related to the electronic communication of information (interception, modification, loss, destruction, delays in receiving data, etc.).

Applications should be sent to the following address:

Expertarom Food ingredients S.R.L.

Attn: Mrs. Simona Jeflea (Data protection officer)

No. 150, Alba Iulia str.

550052 – Sibiu, Romania

Phone: +4(0)269/2080013

eMail: [dpo@expertarom.com](mailto:dpo@expertarom.com)

Name:.....

Signed: .....

Date: .....



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