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(name, surname, personal identification number or date of birth of the data subject (natural person))

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(contact details: place of residence, telephone number, email address)

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(name, surname, personal identification number or date of birth of the applicant (in the case of a representative of the data subject))

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(the applicant's place of residence, telephone number, email address)

**REQUEST**

##### **REGARDING THE PROCESSING OF PERSONAL DATA**

|  |
| --- |
|  |

 (date)

Pursuant to the European Parliament and Council Regulation (EU) 2016/679 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):

1. **I request** (*please check the appropriate box*):

☐ To be informed whether you process my personal data;

☐ To receive information regarding the processing of my personal data;

☐ To rectify inaccurate personal data concerning me;

☐ To delete my personal data;

☐ To restrict the processing of my personal data;

☐ To receive my processed personal data in a structured, commonly used and machine-readable format and/or to transmit those data to another data controller (note: This right applies insofar as it concerns your personal data that we have received from you and process based on your consent or under a contract, or if the data is processed by automated means);

☐ To withdraw my consent for the processing of my personal data;

☐ To exercise my right to object to the processing of my personal data.

1. **I clarify** *(if necessary, specify the information you are interested in regarding the processing of your personal data; if you wish to rectify, delete or restrict the processing of your personal data, indicate which data should be affected; if you want to receive your personal data for transfer, specify the scope of the requested data; if you wish to withdraw consent for data processing, indicate which data processing consent you wish to revoke):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Delivery of the prepared document** (*please check the appropriate box*):

☐ I will collect it in person:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(company’s customer service office address)

☐ Please send it by post to the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

☐ Please send it via email to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ATTACHED DOCUMENTS:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Applicant's full name, signature)

For information on how UAB Ignitis processes personal data, please visit the company’s website at [www.ignitis.lt](https://www.ignitis.lt) or follow this link: [**Privacy Policy**](https://ignitis.lt/lt/privatumo-politika).

When submitting a request, you must verify your identity. If your request is submitted by a representative, a document confirming the representative’s authorisation must be attached.

Your identity can be verified in the following ways:

1. **In-person submission** – if the request is submitted at a Customer Service Center/Customer Service Area, a valid identity document must be presented to the attending employee.
2. **By mail or courier** – if the request is submitted by mail or courier, a notarised copy of an identity document must be included with the request.
3. **By electronic means** – if the request is submitted electronically, it must be signed with an electronic signature.
4. **Other verification methods** – identity can also be verified by other means that allow for proper identification of the individual.