

# Annex No.1 – Complaint/Request Data Subjects form

**Note: To be sent by email at [gdpr.cz@sodexo.com](mailto:gdpr.cz@sodexo.com) as indicated in the information notices and/or the privacy policies provided to you at the time of the collection of your Personal data and/or to the Global Data Protection Office at the following email address: [dpo.group@sodexo.com](mailto:dpo.group@sodexo.com).**

If you believe that the processing of your Personal data by Sodexo has caused you a damage or has not been processed according to the General Data Protection Regulation (GDPR) or any other applicable law, you can fill out the present Data Protection Complaint Form.

## Contact Information:

(Name (Last, First)) .....

(Telephone number) .....

(Email address) .....

(Postal address) .....

Please indicate your preferred method of contact by ticking the box to the right.

If your preferred method of contact is the postal address, please indicate where you would like our response to be sent:

Home Address or  Business Address

If business address, please provide company name: .....

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In order to help us identify systems that may contain information about you, please check the boxes below that describe your relationship with Sodexo:

Job applicant

Former employee or contractor

Employee of Sodexo

Employee family member, dependent, beneficiary or emergency contact

Employee of Sodexo Client or business partner

Employee of a Sodexo supplier or vendor

Individual – Consumer

Other – please describe

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If your information may be under another name, please provide that name and reason for the change:

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Location:

Current location (City, Country) .....

Origin of Personal data (City, Country) .....

Location of violation (City, Country) .....

In order to take further steps to process the complaint / request, we need to be sure that we are dealing with the right person, so we will need to identify you. In the case of a personal application, the worker shall verify the identity of the applicant by means of an official document (e.g. identity card, passport, driving license with corresponding photography). In case of a written request (sent by post, personal handover), it is possible to verify your identity with the officially verified signature of the applicant. If you bring your own written request personally, we can verify your identity also with your ID. In the case of an electronic request (by e-mail, data message sent in our data box), a scanned document may be subject to authentication if it is accompanied by an authenticated or certified signature. Furthermore, the applicant's identity can be verified by means of a certified electronic signature attached to the e-mail or the identity is proven at the requests sent via the data message.

If you request to access your Personal Data or request data portability, please specify the Personal Data which is subject to the Request and confirm that they may be sent by email to the address above or, if technically feasible, to the address of a new Controller as set out below, for the Data Portability Request:

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If you Request rectification of your Personal Data, please specify below the data to be rectified, and provide the justification for such Request:

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If you Request that the processing of your Personal Data is restricted please specify the processing in issue, and provide the justification for such Request:

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If you Request the erasure of your Personal Data, please specify below the Personal Data to be deleted and provide the justification for such Request:

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If you object to the processing of your Personal Data, please specify below the Personal Data you object to us processing and provide the justification for such objection:

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In the event of a Complaint, please include a description of your complaint, including as much detail as possible to help Sodexo investigate and resolve the matter (e.g. name of the Sodexo entity concerned,

nature the data concerned, reasons why you consider that there is a violation of the General Data Protection Regulation (GDPR) or any other applicable law) detail it below):

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*The information collected in this form is intended to enable the relevant Local Special Data Protection Point of Contact and/or the Global Data Protection Office to respond to your Complaint or Data Subject Request. They will be archived after the Complaint/Request has been treated for (06) six years and then deleted. For any question related to this Complaint/Request Form, please send your request at the following email address [gdpr.cz@sodexo.com](mailto:gdpr.cz@sodexo.com) or to the Global Data Protection Office at email adress: [dpo.group@sodexo.com](mailto:dpo.group@sodexo.com).*