**Initial Request Form**

**Introduction**

Please complete this form if you wish to exercise one of your rights under the General Data Protection Regulation (the "**GDPR**").

If you are completing this form on behalf of another person, please complete all sections of this form. If you are completing this form in order to obtain information about your own personal details, complete only Sections 1 and 3.

**Section 1 – to be completed by all**

1. Please provide your details:

|  |  |
| --- | --- |
| Name | Klikněte sem a zadejte text. |
| Address | Klikněte sem a zadejte text. |
| Telephone | Klikněte sem a zadejte text. | (daytime) |
| Telephone | Klikněte sem a zadejte text. | (evening) |
| E-mail address | Klikněte sem a zadejte text. |
| Age (if under 18) | Klikněte sem a zadejte text. |

1. [For all but existing employees] Please supply proof of identity. We may not be able to respond to your request if we cannot identify you:
* [for existing customers and suppliers or people with whom there is an ongoing contractual relationship] Your customer or supplier account number [or some other identifying feature]
* [for all others] A copy of a recent utility bill with your name and address, together with a copy of your ID card, driving licence or passport, with your name and current signature; please provide each copy of such identification document a written approval that you agree with such copy for the purpose of handling your request. If this is only simple request regarding data used for participation in the consumer or other promotional contest, provide only details connected with such the contest.
1. Please describe your relationship to an Company for example: employee, customer, and indicate whether the relationship is past or current): Klikněte sem a zadejte text.
2. Which right under the GDPR do you wish to exercise in relation to your personal information? For example, you may want to see details of your account:Klikněte sem a zadejte text.
3. If you wish to access the information that we hold about you, please supply answers to the following questions in as much detail as you can to enable us to locate the information to which your request relates. Please note that the more extensive the search, the longer it will take us to provide the information:

#### Do you believe the information is held in manual files? Klikněte sem a zadejte text.

#### If yes, please answer the following:

* Who do you believe may have the file(s)? Klikněte sem a zadejte text.
* From/to what dates should we search? Klikněte sem a zadejte text.

#### Do you believe the information is held in the form of emails or other computerised format? Klikněte sem a zadejte text.

#### If yes, please provide the following information:

* The names of the authors and recipients of the messages.Klikněte sem a zadejte text.
* The subjects of the emails.Klikněte sem a zadejte text.
* The dates/range of dates when you believe the messages were sent.Klikněte sem a zadejte text.
* Whether you believe the emails are "live" or in archived or back-up form.Klikněte sem a zadejte text.
* Any other information which may assist you in our search. Klikněte sem a zadejte text.
1. Please provide as much information in relation to your reasons for wanting to exercise the right in question/the basis upon which your request is made. Klikněte sem a zadejte text.
2. If applicable, please provide details in relation to any errors in the information we hold about you or any information which is no longer up-to-date. Klikněte sem a zadejte text.
3. If applicable, please provide the details below of any organisation to whom you want us to transfer your personal information.

|  |  |
| --- | --- |
| Company | Klikněte sem a zadejte text. |
| Address | Klikněte sem a zadejte text. |
| Telephone | Klikněte sem a zadejte text. |  |
| E-mail address | Klikněte sem a zadejte text. |

**Section 2 – to be completed only by those making a request on behalf of another person**

1. Please provide details of the person on behalf of whom you are making this request:

|  |  |
| --- | --- |
| Name | Klikněte sem a zadejte text. |
| Address | Klikněte sem a zadejte text. |
| Telephone | Klikněte sem a zadejte text. | (daytime) |
| Telephone | Klikněte sem a zadejte text. | (evening) |
| E-mail address | Klikněte sem a zadejte text. |
| Age (if under 18) | Klikněte sem a zadejte text. |

1. Please explain your relationship to the above person (e.g. parent, legal representative):Klikněte sem a zadejte text...
2. Please supply evidence of your authorisation to act on behalf of the above person.

**Section 3 – to be completed by all**

Please ensure that you have enclosed the following, together with this form:

* Proof of identity (if required).
* Proof of authorisation to act on behalf of another person (if required).

Return the above to:

Email: personaldataprotection@eu.asahibeer.com alebo:

Correspondence address: Plzeňský Prazdroj, a.s. Legal Department

Myslbek, Ovocný trh 8

110 00 Praha 1

If, when you have received the requested information, you believe that we have not adequately addressed your request then you should notify [personaldataprotection@eu.asahibeer.com] at once, giving your reasons. We will then review the information and update you on the steps that we take in response to your request or, alternatively, the reasons for not taking any further actions and information should you wish to lodge a complaint or seek a remedy from the courts.

Signed Klikněte sem a zadejte text.

Date Klikněte sem a zadejte text.