AikGroup

Request form for Data subject

Dear Madam/ Sir,

Please fill out Request form if you wish to exercise your right to access, rectify, delete or object to further processing of the personal data by AikGroup (CY) Limited. If you do not wish to use this form, you may submit a written request to dpo@aik-group.com.

Identification (*Please provide data so we can identify you and verify your identity*):	
First Name:	Click or tap here to enter text.
Last Name:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Country of Residence:	Click or tap here to enter text.
Address of Residence:	Click or tap here to enter text.

Request Type:	(tick)
Data access:	☐
Data rectification:	☐
Data erasure:	☐
Consent withdrawal:	☐
Object to processing:	☐
Other:	☐

Please describe your request. Specify the information and the processing activity to which your request relates. The more details you provide, the better we will be able to answer your request.

Request description:
Click or tap here to enter text.

Additional information or comment:
Click or tap here to enter text.

Date of the request:
Click or tap to enter a date.

_____
(or enter the date manually)

Signature:

_____
(Sign if you want to scan or send in paper form)

Notice about the processing of personal data in the process of acting up and resolving requests:

The information you provide here will be processed solely for the purpose of verifying your identity, identifying the information you are requesting, and answering your request. Your personal data will be accessed by our Data Protection Officer only. Your proof of ID and residency will be deleted once your request has been answered.

We will answer your request or request additional information from you without undue delay and in any event within one month of receipt of the request at the latest. We may extend this process for up to two months, in which case we will notify you of the extension within a month, together with the reasons for the delay.

The processing of this request is free of charge, but we reserve the right to charge an administrative fee under certain circumstances. A copy of the personal data undergoing processing by AikGroup (CY) Limited shall be provided for free. If a Data subject requests further copies, AikGroup (CY) Limited might charge a reasonable fee based on administrative costs. Please note that we may refuse to act on requests that are insufficiently substantiated, unfounded, or excessive.