	Data Subject Access Request	**Version**: 1.0
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1. Introduction

LC Packaging International B.V. believes that your data protection and privacy rights are imperative and are therefore one of our main responsible business priorities. The following procedure explains actions to be taken in case any of the data subjects would like to access their personal data held by LC Packaging International B.V. This is in line with EU GDPR 2016/679.

1.1 What is personal data?

Personal data means any information relating to an identified or identifiable natural person.

1.2 What is a data subject?

A data subject is any person whose personal data is being collected, held or processed. The data subjects are identifiable if they can be directly or indirectly identified, especially by reference to an identifier such as a name, an identification number, location data, an online identifier or one of several special characteristics, which expresses the physical, physiological, genetic, mental, commercial, cultural or social identity of these natural persons.

At LC Packaging International B.V., we identify four types of data subjects:

- Visitors to the website;
- Employees;
- Applicants.

1.3 What are the GDPR individual rights?

1. The right to be informed;
2. The right of access;
3. The right to rectification;
4. The right to erasure;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object;
8. Rights in relation to automated decision making and profiling.

Please view our privacy statement available on our website to view what information of yours we store or process. https://lcpackaging.com/privacystatement

2. Making a data access request

In order to request your data, you must fill in the request form in section 3, and send it to privacy@lcpackaging.com. In order to submit a third-party access request on your behalf, the office must also be sent a form of written authorisation.

Along with this request, valid proof of identification must be sent so we are sure that we are sharing your personal information with you. All documents will be handled confidentially and deleted as soon as your identity is verified.

A Data Subject Access Request is free of charge. Subsequent requests, however, can be charged with reasonable administration costs. Unless requested otherwise, information will be provided electronically.

Your request will be responded to as soon as possible, but at latest within four weeks. If you are unsatisfied with the outcome of your request, send a complaint to privacy@lcpackaging.com. You also have the right to lodge a complaint with the privacy regulator, the Dutch Data Protection Authority. You can contact the Dutch Data Protection Authority for this purpose.

3. Data Subject Access Request Form

Surname	
First Name(s)	
Address	
Telephone number	
Email address	
Relationship with LC	Employee/visitor of website/applicant
What is the objective of the request?	

- Rectification;
- Erasure;
- Restriction of processing;
- Objection to processing;
- Complain to supervisory authority;
- Other.

In accordance to EU GDPR 2016/679, I request access to the following data that I believe LC Packaging hold about me:

To protect your security and safety of information, we are obliged to request a proof of your identity. Two forms of identification must be included in this request. Copies are acceptable but we reserve the right to see the original documents where necessary. Acceptable identification forms are:
- **Copy of your ID;**
- **Copy of your Bank Statement;**
- **Copy of your student/staff card;**
- **Copy of your utility bill.**

I validate that I am a data subject and I am requesting access to my personal data. I realise that the information I have supplied will be used to approve my identity and help find the information I have requested.

Date:	Signature: