

MM-EYE LTD – DATA SUBJECT RIGHTS REQUEST FORM

YOUR DATA PROTECTION RIGHTS

Under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, you have rights in relation to your personal data.

These include the right to:

- Request access to your personal data
- Request rectification of inaccurate data
- Request erasure of your personal data (the “right to be forgotten”)
- Request restriction of processing
- Object to processing based on legitimate interests
- Object to direct marketing
- Withdraw consent at any time (where consent is the lawful basis)
- Object to automated decision-making

These rights are not absolute. In some circumstances, MM-Eye Ltd may lawfully refuse or limit a request, for example where we are required to retain data to comply with legal obligations or where processing is necessary for the establishment, exercise or defence of legal claims.

HOW TO MAKE A REQUEST

If you would like to exercise any of your data protection rights, you can:

- Email us at info@mm-eye.com, or
- Complete this form and submit it using the contact details at the end of this document.

There is no charge for making a request. We will respond **within one month** of receiving your request and confirming your identity, in line with UK GDPR requirements.

1. WHO IS MAKING THIS REQUEST?

We ask for your contact details so we can respond to your request and clarify details if needed. Please only provide information that is relevant.

Full name: _____

Contact number: _____

Email address: _____

Postal address (if applicable):

We may request proof of identity where this is reasonable and proportionate. The statutory response period begins once identity has been verified.

Are you making this request on behalf of someone else? ☐ Yes (please complete Section 2)

☐ No (please go to Section 3)

2. REQUESTS MADE ON BEHALF OF ANOTHER PERSON

If you are making a request on behalf of someone else, please provide their details below.

Name of individual: _____

Contact number: _____

Email address: _____

Postal address: _____

You must provide evidence of your authority to act on their behalf (e.g. written authorisation or power of attorney).

☐ I have enclosed proof of authority

☐ I will provide proof of authority separately

Please note: we cannot process the request until proof of authority has been received.

3. PREFERRED METHOD OF RESPONSE

Please let us know how you would like us to respond. We will make reasonable adjustments where required.

☐ Email

☐ Post

☐ Other (please specify): _____

4. WHAT PERSONAL DATA ARE YOU REQUESTING?

Please describe the personal data you are requesting. If possible, include keywords, document types or project names.

5. DATE RANGE (IF KNOWN)

If your request relates to a specific time period, please provide details below.

From: _____ To: _____

6. ADDITIONAL INFORMATION

Please provide any further information that may help us locate the data you are requesting (e.g. project name or number, approximate dates, reference numbers).

SUBMITTING YOUR REQUEST

Please send your completed form to:

Deborah Fitzpatrick

Deputy Managing Director & Data Protection Officer

Email: deborah.fitzpatrick@mm-eye.com

FURTHER INFORMATION

For more information about how MM-Eye Ltd processes personal data, please refer to our Privacy Policy: <https://www.mm-eye.com/mm-eye-privacy-policy/>

You can also find guidance on your data protection rights on the Information Commissioner's Office (ICO) website.

This form is reviewed annually to ensure continued compliance with UK data protection law.