



# Sample Personal Information Complaint / Request form

Last updated: 11.04.19  
Version 1.0  
Page 1 of 3

## Identification

Your Name: \_\_\_\_\_

Address (physical & email): \_\_\_\_\_

\_\_\_\_\_

Please check  Home Address or  Business Address where the response will have to be sent

If Business Address, please provide company name: \_\_\_\_\_

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

- Individual – Consumer or Customer
- Former employee or contractor
- Employee family member, dependent, beneficiary or emergency contact
- Employee of Asmodee commercial customer or business partner
- Employee of an Asmodee supplier or vendor
- Job applicant
- Other – please describe

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Please present or include a **valid identification** documentation to allow us to verify your name, address and possibly your status as a Representative or a Trusted Third Party.

## Details of your Request

If you Request to **access** your Personal Data, please specify the Personal Data which is subject to the Request and confirm that they may be sent by email to the address above:

\_\_\_\_\_

\_\_\_\_\_



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Last updated: 11.04.19  
Version 1.0  
Page 2 of 3

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

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

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If you Request for the **restriction of the processing** of your Personal Data, please specify the processing at stake, and provide the justification for such Request:

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If you Request for 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 processing at stake and provide the justification for such objection:

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Last updated: 11.04.19  
Version 1.0  
Page 3 of 3

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If you Request for the application of the **Digital Will - specific directives**, please specify the content of the directives them:

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If you Request for the modification or revocation of the **Digital Will - specific directives**, please specify the wanted modification:

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If you Request for the application of the **Digital Will - general directives**, please specify the content of the directives :

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### **Details of your Complaint**

In the event of a Complaint, please detail it below:

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*The information collected in this form is intended to the Legal Department or Local DPO /Data Contact of Asmodee Holding – 18 rue Jacqueline Auriol – 78280 Guyancourt (France) to respond to your Complaint or Data Subject Rights.*