

## **How the data subject can exercise his / her right and what process HOLLEN applies in fulfilling the rights of the data subject**

The data subject may exercise his / her right by submitting an application by consignment delivered to the HOLLEN company.

HOLLEN provide the person concerned with assistance in exercising his / her or her rights.

HOLLEN may request the provision of additional information necessary to confirm the identity of the data subject if it has legitimate doubts about the identity of the natural person making the request.

If the application is manifestly unfounded or disproportionate, in particular because of its recurrent nature, HOLLEN may refuse to act at the request of the data subject or may charge a reasonable fee, taking into account the administrative costs incurred in processing the request. Otherwise, the information (pursuant to Article 12 (5) of the Regulation) is provided **FREE OF CHARGE**.

HOLLEN shall provide the data subject with information on measures taken on the basis of an application pursuant to Articles 15 to 22 of the Regulation without undue delay and in any case within one month of receipt of the application. That period may be extended by a further two months, if necessary, taking into account the complexity of the application and the number of applications. HOLLEN shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

If HOLLEN fails to take action at the request of the data subject, without delay and at the latest within one month of receipt of the application, informs the data subject of the reasons for not taking action and of the possibility to lodge a complaint with the supervisory authority and to apply a judicial remedy within the meaning of the Regulation, or file a petition to initiate proceedings on the protection of personal data under the Act.

HOLLEN notify any recipient to whom personal data have been provided of any rectification, erasure or restriction on the processing of personal data carried out pursuant to Art. 16, 17, 18 of the Regulation, unless this proves impossible or requires undue effort. The operator shall inform the data subject of these beneficiaries if the data subject requests so.