

Data Subject Rights Request Form

This Data Subject Rights Request Form assists you in the exercise of your individual rights under the General Data Protection Regulation. This form can be used to request:

1. access to personal data CAPSTONE processes about you;
2. rectification of inaccurate or completion of incomplete personal data CAPSTONE processes about you;
3. erasure the personal data CAPSTONE processes about you;
4. restriction of processing of your personal data by CAPSTONE;
5. objection to processing of your personal data by CAPSTONE; and
6. an electronic copy of your personal data or to have CAPSTONE directly transmit such a copy to another company specified by you.

Tick the appropriate boxes below to indicate which right(s) you would like to exercise.

Right of access

You have the right to ask us to confirm whether we process your personal data and, if so, to obtain access to your personal data and the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipient to whom your personal data have been or will be disclosed;
- the period for which your personal data will be stored or the criteria we used to determine that period;
- the right to lodge a complaint with a supervisory authority
- if we did not collect the personal data directly from you, the available information on the source where we obtained your personal data;
- whether and how we apply automated decision-making, including profiling; and
- safeguards adopted by us when transferring your data to third countries.

Right to rectification

You have the right to obtain the rectification of inaccurate personal data concerning you and to have incomplete personal data completed. In order to exercise this right, please use the form below to provide details on your request.

Right to erasure

Under certain circumstances, you have the right to have your personal data erased. Please (i) use the form below to indicate what personal data you would like to have erased and, (ii) indicate why you request to have that personal data deleted. You may request erasure of your personal data where:

- the personal data CAPSTONE processes about you is no longer necessary for the purposes for which CAPSTONE collected them;
- you withdrew your previously given consent for the processing;

- you object to the processing of your personal data by CAPSTONE;
- your personal data has been unlawfully processed by CAPSTONE;
- your personal data has to be erased for compliance with a legal obligation to which CAPSTONE is subject; or
- personal data has been collected in relation to the offer of information society services to children below the age of 16.

Where the legal criteria for an erasure request are satisfied, CAPSTONE will take reasonable steps to erase your personal data; however, where, for instance, due to technical limitations, CAPSTONE is unable to do so, access to your personal data will be restricted to the greatest extent possible.

Right to object to processing

Under certain circumstances, you may object at any time to processing of your personal data by CAPSTONE where such processing is:

- conducted on the basis of the legitimate interest of CAPSTONE; or
- carried out for the performance of a task in the public interest; or
- for direct marketing purposes.

Where the conditions for objection are satisfied, CAPSTONE will stop processing your personal data.

Right to restriction of processing

Under certain circumstances, you have the right to have processing of your personal data by CAPSTONE restricted. Please indicate which option applies by ticking the box and providing more details below:

- you contest the accuracy of your personal data;
- the processing of your personal data by CAPSTONE is unlawful and you oppose the erasure thereof and prefer to restrict its processing;
- CAPSTONE no longer needs your personal data, but you require them for the establishment, exercise or defense of legal claims;
- you have objected to the processing of your personal data and CAPSTONE is in the process of assessing your request.

Right to data portability

You have the right to receive the personal data that you provided to CAPSTONE, in a structured, commonly used and machine-readable format if:

- the processing is based on your consent or on a contract that you entered into with CAPSTONE; and
- the processing is carried out by automated means.

You also have the right to have the personal data transmitted directly from CAPSTONE to another company, where technically feasible.

We will acknowledge safe receipt and generally respond within one month upon receipt or in accordance with applicable data protection laws. Note that this period may be extended by

a further two months where necessary and CAPSTONE will provide you with the reason for the delay.