

# **COMPLAINT/DATA SUBJECTS' REQUEST FORM**

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## APPENDIX 1 – COMPLAINT/ REQUEST FORM

**Note:** Please send this form by email to [br.uk.gdpr.legal@sodexo.com](mailto:br.uk.gdpr.legal@sodexo.com); this is the generic email address indicated in the information notices and/or the privacy policies provided to you at the time of the collection of your Personal data at the following email address: [br.uk.gdpr.legal@sodexo.com](mailto:br.uk.gdpr.legal@sodexo.com).

If you believe that the processing of your Personal data by Pluxee has caused you damage or has not been processed according to the General Data Protection Regulation (GDPR) or any other applicable law, you can complete this Data Protection Complaint Form.

### Contact Information:

(Name (Last, First)) .....

(Telephone number) .....

(Email address) .....

(Postal address) .....

Please indicate your preferred method of contact by ticking the box to the right.

If your preferred method of contact is postal address, please indicate by ticking the appropriate box where you would like our response to be sent:

Home Address or  Business Address

If you ticked 'Business Address', please provide company name:

.....

To help us identify systems that may contain information about you, please tick the boxes below that describe your relationship with Pluxee:

- Job applicant
- Former employee or contractor
- Employee of Pluxee
- Employee family member, dependent, beneficiary or emergency contact
- Employee of Pluxee Client or business partner
- Employee of a Pluxee supplier or vendor
- Individual – Consumer

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Other – please describe

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.....

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

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**Location:**

Current location (City, Country) .....

Origin of Personal data (City, Country) .....

Location of violation (City, Country) .....

Please present or include a certified copy of a valid official identification documentation to allow us to verify your name and address (e.g. valid passport or identity card).

If you request to access your Personal data or request for data portability, please specify the Personal data in the Request and confirm that they can be sent by email to the address above or, if technically feasible, to the address of a new Controller as set out below:

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

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If you Request for the processing of your Personal data to be restricted, please specify the processing issue and provide justification for the Request:

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If you Request for the erasure of your Personal data, please specify the Personal data to be deleted and provide justification for the Request below:

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If you object to the processing of your Personal data, please specify the Personal data that you object to us processing and provide justification for the objection below:

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In the event of a Complaint, please include a description of your complaint, including as much detail as possible to help Pluxee investigate and resolve the matter (e.g. the name of the Pluxee entity concerned, nature of the data concerned, reasons why you consider that there is a violation of the General Data Protection Regulation (GDPR) or any other applicable law).

Please give details below:

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The information collected in this form is intended to enable the relevant Local Special Data Protection Point of Contact. They will be archived after the Complaint/Request has been treated for (6) six years and then deleted. Please send any questions relating to this Complaint/Request Form by email to [br.uk.gdpr.legal@sodexo.com](mailto:br.uk.gdpr.legal@sodexo.com); this is the generic email address indicated in the information notices and/or the privacy policies provided to you at the time of the collection of your Personal data.