

Formal identification

Dear,

We have received your request dated/...../..... regarding the exercise of your right to erasure in good order.

However, in order to protect the privacy of data subjects and the personal data we process, we must receive appropriate proof of your identity. Until we receive this proof, we cannot comply with your request. We therefore ask you to provide us with the following information in writing:

1. Your contact and identity details:

- Your name:

- Date of Birth:

2. Proof of the above information. This can be a copy of a government issued identification document such as an ID card, residence card, social security card or driving license that is still valid and that states at least your name and date of birth.

3. A description of the nature and context of your request. You will specifically mention the context of your request (e.g. job interview, employment relationship, business relationship, ...), what personal data is involved (e.g. personal identification data, financial identification data, ...) and how and when you think we received your personal data (if you are aware of this information):

4. Any documentary evidence that supports your claims. Examples include copies of your correspondence with us or any other evidence showing that we hold your personal data.

5. Signature and further information

- Name, date and place of signature:

- Signature:

The above information must be provided by e-mail and dated. If we have not received a further response to this e-mail within a period of two weeks, your request will not be acted upon by us and will be treated as final.

If you have any questions or wish to provide additional information, you can always contact our DPO at dpo@twikey.com.

We will retain copies of all correspondence, including any supporting documentation you may have submitted, in order to demonstrate compliance with applicable law.

Kind regards,

TWIKEY