



**Brytend B.V.**

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The Netherlands  
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www.brytend.eu

# Data Subject Rights Procedures

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# Introduction

This document outlines the procedures for ensuring compliance with the data subject rights under the General Data Protection Regulation (GDPR) and other applicable data protection laws.

## Rights of Data Subjects

Data subjects have the following rights regarding their personal data processed by Brytend B.V.:

**Right to Access:** Data subjects can request access to their personal data.

**Right to rectification:** Data subjects can request correction of inaccurate or incomplete data.

**Right to Erasure:** Data subjects can request the deletion of their data under certain conditions.

**Right to Restrict Processing:** Data subjects can request the restriction of processing of their data.

**Right to Data Portability:** Data subjects can request a copy of their data in a machine-readable format.

**Right to Object:** Data subjects can object to the processing of their data.

**Rights in relation to Automated Decision Making and Profiling:** Data subjects can request human intervention in automated decision-making processes.



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# Procedures

## 1. Receiving Requests:

- All requests must be submitted to the designated contact point, preferably via the official form provided by Brytend B.V.
- Requests can also be made verbally or in writing.

## 2. Identification:

- Verify the identity of the data subject making the request to prevent unauthorized access to personal data.

## 3. Assessment:

- Determine the validity of the request and assess whether it can be fulfilled within the legal framework.

## 4. Fulfillment:

- Respond to the data subject without undue delay and in any event within one month of receipt of the request.
- If the request is complex or numerous, the period may be extended by two further months.

## 5. Documentation:

- Keep records of all requests and the actions taken in response to them.



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### 6. Denial of Requests:

- If a request is denied, provide the data subject with a clear explanation of the reasons for the denial and information about their right to complain to a supervisory authority.

### 7. Training:

- Ensure that all staff members who may receive or process such requests are adequately trained.

## Contact Information

- Data Protection officer: E.J.P. Schriel (eric@brytend.eu)

Brytend B.V. is committed to upholding the rights of data subjects and will review and update these procedures as necessary to ensure ongoing compliance.