

Data Subject Request Form – Former employees

You should complete this form if you wish to use your rights you are entitled under the EU General Data Protection Regulation (GDPR). More information on how Stora Enso processes personal data can be found in this Privacy site.

Please note that if the data you request discloses information directly or indirectly about another person or would unfavourably affect the rights and freedoms of others, we may not be able to disclose the information to you. In this case, you will be informed and given full reasons for that decision. While in most cases we will be happy to provide you with a copy of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR, to charge a reasonable fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make our best effort to provide you with a satisfactory summary of information.

We will strive to respond promptly and in any event within one month. If necessary, taking into account the complexity and number of requests, the period for providing the data can be extended by two further months. In this case, you shall be informed of the extension and its grounds within one month of receipt of the request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

1.1 How to complete the request

- 1) Download the document
- 2) Complete the information needed, date and sign
- 3) Send the form to
 - data.privacy@storaenso.com or
 - Data Privacy Manager/Stora Enso Oyj
IT and Digitalisation
Imatra Mills
Palvelutie 24
55800 Imatra
Finland

1.2 Your basic information

UPRN (SAP Personnel ID) _____

First name _____

Last name _____

Address _____

Phone _____

Stora Enso email address _____

Appendices (if you attach appendices to your request we kindly ask you to identify them here)

1.3 Request

More information on your rights under the GDPR and their applicability can be found in this [Privacy site](#).

Please tick the right box and fill in the requested information – you may leave the irrelevant sections empty.

1) Access to personal data

I request to receive a copy of my personal data with the following specifications:

a) Time period

Instructions: Kindly identify the period of time you would like to receive the personal data from

Starting date _____

End date _____

b) Personal data content:

Instructions: Please identify which personal data you wish to in your request

- Personnel administration/basic employee data
- Recruitment
- Time management
- Payroll and benefits
- Event information
- Trainings
- Development and competence
- Occupational healthcare and incident
- Communication
- User and identification information relating to applications provided by Stora Enso
 - please identify here in which Stora Enso applications you have/have had a user account

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- Other information
- please identify what type of data you refer to
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c) Delivery:

Instructions: Please identify how you wish to receive the copy

- if the data is confidential or sensitive in nature, we may not be able to use the method you have chosen, in which case we will contact you to let you know how we will provide the information.

- E-mail
- Normal mail to address

2) Request to restrict or refrain from personal data processing

- I request that processing of my personal data is restricted (or refrained from) as follows:

Instructions: Please

- *identify the personal data and processing functions that you wish Stora Enso to limit or stop*
- *your justification for such a request*
- *time period during which the personal data processing is to be restricted or refrained*

3) Rectification/deletion

I request you to rectify/delete the following information:

Instructions: Please

- *identify the personal data in question*
- *how you wish it to be changed or if you wish it to be deleted*

4) Withdrawing consent

I withdraw my consent:

Instructions: Please

- *identify the consent or the processing purposes you have given your consent to*

5) Objecting processing

I object processing of my personal data which is processed based on Stora Enso's legitimate interest.

Instructions: Please

- *identify the processing activities you object and the reason for objecting*

6) Data portability

I request to receive my personal data, which I have provided to Stora Enso (typically based on a consent or contract to which I am party), in a structured, commonly used and machine-readable format. (Please note that you are responsible for the data security regarding the received data and should take necessary measures to protect the data).

Instructions: Please

- *identify the personal data in question*
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-

1.4 Date and signature

Date and signature

Please note:

Stora Enso will always verify the data subject's identity before executing any of the requested actions by some or all of the following means:

- Verifying that the contact information provided by the data subject corresponds with the information Stora Enso has registered
- Requesting further identification details if there is a reason to question the data subject's identity (e.g. copy of passport, a picture ID or driving license, birth certificate)
- Contacting personally the data subject for further clarifications

Stora Enso fills this section:

Request received (date, channel)

Request is

Approved

Refused

The reasoning for refusal

Request handled by

Name

Unit

Response provided

Name

Unit

Date

Channel
