

Approved by Order of
Mitsui & Co. Moscow LLC
No. 28 dated '21' April 2023

**PERSONAL DATA
PROCESSING AND SECURITY POLICY
OF MITSUI & CO. MOSCOW LLC**

Moscow,
2023

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PURPOSE AND SCOPE OF APPLICATION

1.1 This Personal Data Processing and Security Policy (hereinafter referred to as the Policy) is a core internal document of Mitsui & Co. Moscow Limited Liability Company (hereinafter, the 'Company'), which defines the key areas of its activities in the field of processing and ensuring the security of personal data (hereinafter, the 'PD'), the operator of which is the Company.

1.2 The Policy was developed in accordance with Federal Law No. 152-FZ 'On Personal Data' dated 27 July 2006, subordinate acts thereto and the Recommendations of Roskomnadzor on the preparation of a document defining the operator's personal data processing policy in the manner prescribed by Federal Law No. 152-FZ 'On Personal Data' dated 27 July 2006 (hereinafter collectively referred to as the 'applicable laws in the field of PD processing and security').

1.3 This Policy shall apply to all employees of the Company, regardless of their position, including full-time and part-time employees, from the time the Policy becomes effective.

1.4 Organisational, administrative, and local regulations of the Company shall not be inconsistent with this Policy.

1.5 This Policy shall be brought to the attention of all employees of the Company against signature and posted on the corporate website of the Company. The policy is a publicly accessible document that may be made available to all interested parties without restriction.

1.6 The period for updating this Policy is 3 years, and before the expiration of this period – in cases of changes in the PD processing processes and/or amendments to the applicable laws in the field of PD processing and security that affect the provisions of the Policy. Updating is aimed at bringing the provisions determined in the Policy in line with the real conditions and current requirements of the applicable laws in the field of PD processing and security.

2 TERMS, DEFINITIONS, AND ABBREVIATIONS

In this Policy, the following terms and abbreviations are used:

2.1 Personal Data (PD) - any information that directly or indirectly relates to an identified or identifiable individual (personal data subject).

2.2 Counterparty - an individual or legal entity with whom the Company enters into civil law relations in the process of concluding and executing contracts.

2.3 Personal Data Processing - any action (operation) or a set of actions (operations) performed using automation means or without using such means with personal data, including collection, recording, systematisation, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (distribution, provision, access), depersonalisation, blocking, deletion, destruction of personal data.

2.4 Automated Personal Data Processing - personal data processing using computer tools.

2.5 Personal Data Distribution - actions aimed at disclosure of personal data to the public.

2.6 Personal Data Disclosure - actions aimed at disclosure of personal data to a particular person or particular range of persons.

2.7 Personal Data Blocking - temporary suspension of personal data processing (unless such processing is required to clarify personal data).

2.8 Personal Data Destruction - actions as a result of which it becomes impossible to restore the content of personal data in the personal data information system and/or as a result of which tangible personal data media are destroyed.

2.9 Personal Data Information System - a set of personal data contained in databases and information technologies and technical means ensuring their processing.

2.10 Cross-border Transfer of Personal Data - transfer of personal data to the territory of a foreign state to an authority of the foreign state, a foreign individual or a foreign legal entity.

2.11 Special Categories of Personal Data - personal data related to race, national identity, political views, religious or philosophical beliefs, health condition, intimate life.

3 GENERAL PROVISIONS

3.1 The Policy has been developed in order to implement the requirements of the applicable laws in the field of processing and ensuring the security of PD and is aimed at ensuring the protection of the rights and freedoms of a person and citizen when processing his/her PD at the Company.

3.2 This Policy defines the purposes and principles in the field of processing and ensuring the security of PD and establishes intentions and obligations officially expressed by the Company's management in this field.

3.3 The Company's goals in the field of PD processing and security:

- communication with counterparties / potential counterparties for the purpose of concluding a contract;
- verification of counterparties for the purpose of concluding a contract;
- travel arrangements;
- travel arrangements for delegations;
- presentation of financial statements following the receiving of delegations;
- visa arrangement for counterparties;
- execution of service contracts with the head office (Japan);
- event management;
- granting access to a folder on a network drive to employees;
- registration of equipment of the Company;
- execution of electronic signatures;
- registration of mobile communication for employees;
- creating an account in the IS;
- conducting trainings for employees;
- organisation of special assessment of working conditions, assessment of professional risks;
- undergoing of pre-trip and periodic medical examinations by employees;
- search for candidates for the vacant position;
- personnel administration;
- access control arrangement;
- registration of voluntary medical insurance of employees and their relatives, accident insurance of employees, insurance of employees traveling abroad;

- personnel assessment;
- organisation of short-term trainings (in Japan);
- execution of documents for a long-term business trip to Japan (mobility programs);
- registration of corporate taxes by the Company's employees;
- reservation of cars by the Company's employees;
- migration compliance;
- customs clearance of cargoes (transportation of personal belongings, products);
- making business cards for employees;
- processing of PD of employees in connection with employment relations;
- participation in an investment project;
- preparation of tax reporting;
- approval of contracts, formation of primary accounting documents;
- execution of a signature card and powers of attorney for employees;
- conducting briefings on occupational safety;
- organisation of opening bank accounts;
- undergoing medical examinations for migration purposes

3.4 A detailed description of the purposes of PD processing is provided in the document – Register of Personal Data Processes of Mitsui & Co. Moscow LLC.

3.5 The Company's principles in the field of PD processing and security:

- The processing of PD in the Company is carried out on a lawful and fair basis and is limited to the achievement of specific, pre-defined and lawful purposes. Only those PD that meet the purposes of their processing are subject to processing. The content and scope of the PD processed by the Company shall be in compliance with the stated processing purposes, the redundancy of the processed PD is not allowed.
- The Company takes all necessary measures to provide information related to the PD processing to the PD subject in a concise, open, understandable and easily accessible form in a clear and simple language.
- When processing PD, the Company shall ensure their accuracy, sufficiency and, if necessary, relevance to PD processing purposes. The Company shall take the necessary measures (ensure them to be taken) to remove or clarify incomplete or inaccurate PD.

- PD shall be stored in the Company in a form that makes it possible to identify the PD subject, for no longer than required for PD processing purposes, unless the PD storage period is established by the federal law or a contract to which the PD subject is a party, beneficiary or guarantor. The processed PD shall be destroyed upon achieving the purposes of their processing or in case there is no further need to achieve such purpose, unless otherwise provided for by the federal law.
- The Company shall ensure appropriate protection of the PD being processed using appropriate technical or organisational measures, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage to the PD. The purposes of processing, the content and scope of PD, as well as the categories of PD subjects whose data are processed by the Company shall be updated if they change.
- The Company, in the course of its operations, may provide and/or entrust the processing of PD to another person with the consent of the PD subject, unless otherwise provided for by the federal law. A mandatory condition for the provision and/or entrusting of PD processing to another person shall be the obligation of the parties to respect the confidentiality and security of the PD during their processing, as provided for by applicable laws in the field of PD processing and security.
- The Company shall not place the PD of the subject in publicly available sources without his/her prior consent.
- The Company shall not allow aggregation of databases containing PD that are processed for purposes incompatible with each other.
- The Company shall be responsible for ensuring that its operations comply with the above-mentioned principles of PD processing under the applicable laws in the field of PD processing and security.

4 LIST OF PERSONAL DATA SUBJECTS

4.1 The Company, in the course of its operations, may process PD of the following categories of PD subjects:

- candidates for vacant positions;
- relatives of candidates for vacant positions;
- previous employers of candidates for vacant positions;
- employees;

- employees (highly qualified specialists);
- relatives of employees;
- representatives of counterparties;
- representatives of potential counterparties;
- contractors under civil contracts.

5 LIST OF PERSONAL DATA

5.1 In the course of its operations, the Company may carry out processing, including collection, recording, systematisation, accumulation, storage, clarification (updating, changing), extraction, use, transfer (distribution, provision, access), blocking, deletion, destruction of the following PD:

- general information (full name, gender, citizenship, etc.);
- contact details (contact phone number, e-mail, etc.);
- information about the passport or other identity document (series, number, date of issue, etc.);
- information on the international passport (series, number, date of issue, etc.);
- information on the military service card / certificate of a citizen subject to military recruitment (series, number, rank, etc.);
- information on education (profession, qualification, etc.);
- information on employment history (work experience, position, etc.);
- information about employment (employee ID, structural subdivision, etc.);
- information on marital status and family composition (marital status, information on children, etc.);
- information on the insurance number of the individual personal account (SNILS);
- information on the taxpayer identification number (INN);
- information on contributions (amount of contributions to the Pension Fund, Social Insurance Fund, etc.);
- financial information (bank details, salary, etc.);
- information for business trips and events (visa details, travel dates, ticket details, etc.);
- other information.

5.1.1 The PD relating to the state of health of individuals shall be processed by the Company as part of the following processes: undergoing medical examinations by employees for the purposes of migration registration, registration of temporary sick leave certificates, as well as pre-trip and periodic medical examinations.

5.1.2 The PD relating to nationality shall be processed by the Company as part of visa arrangements.

5.1.3 Special categories of PD relating to race, political views, religious or philosophical beliefs, intimate life shall not be processed in the Company.

5.1.4 Processing of information that describes physiological and biological features of a person, based on which it is possible to identify him/her (biometric personal data), shall not be carried out in the Company.

5.2 A detailed list of the purposes of PD processing is provided in the document – Register of Personal Data Processes of Mitsui & Co. Moscow LLC.

6 TRANSFER OF PERSONAL DATA

6.1 PD may be transferred exclusively for internal administrative purposes to providers of various services registered in the territory of the Russian Federation under an agreement.

6.2 The transfer of PD to a third party shall be carried out only with the consent of the PD subject, unless the transfer of PD is provided for by Russian or other applicable laws under the procedure established by law.

6.3 In the course of its operations, the Company may carry out cross-border transfer of PD to the territory of foreign states to the authorities of a foreign state, foreign individuals or legal entities. The issues related to ensuring adequate protection of the rights of PD subjects and ensuring the security of their PD during cross-border transfer shall be the highest priority for the Company, the solution of which is implemented in accordance with applicable law.

6.4 Prior to the commencement of cross-border transfer of PD, the Company shall submit a notice of intent to carry out cross-border transfer of PD to the Federal Service for Supervision of Communications, Information Technology and Mass Media (hereinafter referred to as the Roskomnadzor).

6.5 After sending a notice of intent to carry out a cross-border transfer of PD, and before Roskomnadzor makes a decision on the possibility of transferring PD, the Company:

- may carry out cross-border transfer of PD to the territory of states being parties to the Council of Europe Convention for the Protection of Individuals with regard to Automatic Processing of PD and included in the list of foreign states that provide adequate protection of the rights of PD subjects.
- shall not carry out cross-border transfer of PD on the territory of the foreign states specified in the notice, not being parties to the Convention of the Council of Europe for the Protection of Individuals with Automatic PD Processing and not included in the list of foreign states that provide adequate protection of the rights of PD subjects.

6.6 If Roskomnadzor decides to prohibit or limit the cross-border transfer of PD, the Company shall ensure that a foreign person destroys the PD previously transferred to it.

7 BASIC MEASURES TO ENSURE PERSONAL DATA SECURITY

7.1 In order to ensure the security of PD during their processing, namely to prevent PD leakage, loss of PD confidentiality and unauthorised use of PD, prevent financial losses, damage to reputation, as well as any other economic and social damage to the PD subject, the Company shall independently determine the scope and list of measures necessary and sufficient to fulfil the obligations provided for by the applicable laws in the field of PD processing and security. Such measures shall include:

- Appointment of a person responsible for PD processing management.
- Issuance of documents defining the Company's policy regarding the processing of PD, local acts on the PD processing, defining categories and list of PD to be processed for each purpose of PD processing, categories of subjects whose PD are processed, methods and terms of their processing and storage, the procedure for destroying PD when achieving the purposes of their processing or when other legal grounds arise, as well as local acts establishing procedures aimed at preventing and identifying violations of the applicable laws in the field of PD processing and security, eliminating the consequences of such violations. The documents and local acts of the Company shall not contain provisions restricting the rights of PD subjects, and shall not impose powers and obligations on the Company that are not provided for by the laws of the Russian Federation.
- Application of legal, organisational and technical measures to ensure PD security, selected based on the results of PD processing risk assessment, throughout the life cycle of personal data information systems and PD processing processes.
- Implementation of internal control over compliance of PD processing with applicable laws in the field of PD processing and security, requirements for PD protection, the Company's policy regarding PD processing, local acts of the Company.
- Assessment of the harm that may be caused to PD subjects in case of violation of the requirements of the applicable laws in the field of PD processing and security, the ratio of such harm and the measures taken by the Company to ensure the safety of PD.
- Familiarisation of the Company's employees directly involved in PD processing with the provisions of the applicable laws, local acts of the Company in the field of PD processing and security.

- Arrangement of receiving and processing of requests and enquiries from PD subjects or their legal representatives, as well as monitoring the receiving and processing of such requests and enquiries.

7.2 In the absence of other legal grounds for PD processing, the Company is obliged to obtain the express consent of the subjects to process their PD at the time of PD collection. In the event that the Company plans to process PD for a purpose incompatible with the primary purpose of PD processing, the Company shall obtain a separate consent of the PD subjects for the intended purpose. In the event that the PD are received by the Company from a non-PD subject, the Company shall notify the subject of such processing.

7.3 In the event of PD leakage, the Company shall take all measures prescribed by applicable laws in the field of PD processing and security.

7.4 The Company acknowledges and confirms the importance and necessity to ensure the PD security and encourages to continuously improve the system of protection of PD processed in the course of the Company's operations.

8 RIGHTS AND OBLIGATIONS OF PERSONAL DATA SUBJECTS

8.1 The Company guarantees, free of charge, the following rights of PD subjects:

- The right to receive information regarding the PD processing (Parts 2, 7, 8 of Article 14 of Federal Law No. 152-FZ 'On Personal Data');
- The right to withdraw consent to PD processing with the subsequent destruction of PD (Parts 1, 2 of Article 9 of Federal Law No. 152-FZ 'On Personal Data');
- The right to lodge a complaint with the supervisory authorities in case of violation of the requirements of applicable laws in the field of PD processing and security (Parts 1, 2 of Article 17 of Federal Law No. 152-FZ 'On Personal Data');
- The right to clarify incomplete or inaccurate PD (Part 1 of Article 14 of Federal Law No. 152-FZ 'On Personal Data');
- The right to restrict processing and delete PD (Part 1 of Article 14 of Federal Law No. 152-FZ 'On Personal Data');
- The right to establish prohibitions on transfer (other than granting access) of PD to an unlimited number of persons, as well as prohibitions on processing or conditions for processing PD (other than obtaining access) (Part 9 of Article 10.1 of Federal Law No. 152-FZ 'On Personal Data');

- The right to terminate the transfer (distribution, provision, access) of PD permitted by the PD subject for distribution (Part 12 of Article 10.1 of Federal Law No. 152-FZ 'On Personal Data');
- The right to terminate the processing of PD (Part 5.1 of Article 21 of Federal Law No. 152-FZ 'On Personal Data');
- Other rights stipulated by applicable laws.

8.2 The Company shall notify PD subjects of their obligation to provide reliable PD, as well as about the possible consequences of providing unreliable data.

9 RIGHTS AND OBLIGATIONS OF THE COMPANY (PERSONAL DATA OPERATOR)

9.1 The Company shall:

- Provide the PD subject with information in response to his/her legitimate requests and enquiries, as well as in other cases provided for by applicable laws, within the time limits established by law.
- Take appropriate measures with regard to a legitimate request and enquiry by the PD subject (withdrawal of consent for the processing of PD, clarification of incomplete or inaccurate PD, etc.) within the time limits established by law.
- Explain the legal consequences of refusing to provide PD to the PD subject, if the provision of PD is mandatory in accordance with federal laws.
- When collecting PD, including through the Internet, ensure that PD of Russian citizens are recorded, systematised, accumulated, stored, clarified (updated, changed), and retrieved using databases located in the territory of the Russian Federation, except as otherwise provided by applicable laws.
- Take measures necessary and sufficient to ensure the fulfilment of the obligations stipulated by applicable laws and regulations adopted in accordance therewith.
- Take the necessary legal, organisational and technical measures or ensure them to be taken in order to protect PD from unauthorised or accidental access, destruction, modification, blocking, copying, provision, distribution of PD, as well as from other unlawful actions in relation to the PD.
- Publish or otherwise provide unrestricted access to the document defining its PD processing policy, to the information on the PD protection requirements implemented,

and including on the pages of the websites owned by the Company on the Internet, with the use of which the PD are collected.

- Notify the authorised body for the protection of the rights of PD subjects (Roskomnadzor) of its intention to process PD, as well as of a change in the previously provided information within the time established by applicable laws.
- Designate a person responsible for PD processing management.

9.2 The Company has the right to independently determine the scope and list of measures necessary and sufficient to ensure the fulfilment of the obligations provided for by applicable laws in the field of PD processing and security and the regulatory legal acts adopted in accordance therewith.

10 AUDIT AND MONITORING IN THE FIELD OF PERSONAL DATA PROCESSING AND SECURITY

10.1 The procedure and frequency of conducting an audit of PD processing, as well as monitoring of the functioning of the implemented PD protection procedures in the Company, shall be determined by the person responsible for PD processing management based on the need for such activities.

10.2 The person responsible for PD processing management is obliged to monitor compliance with the applicable laws in the field of PD processing and ensuring the safety of PD, raise awareness of employees involved in PD processing.

11 RESPONSIBILITY

11.1 Each newly hired employee of the Company shall be familiarised with this Policy and other local acts of the Company on the issues of PD processing and security against signature and undertakes to comply with them.

11.2 All employees must immediately report any violations of this Policy.

11.3 Failure to comply with this Policy may rise a disciplinary action, including dismissal, in the manner prescribed by the labour laws of the Russian Federation.

12 CONTACTS

12.1 The Company will be glad to receive your questions and feedback about this Policy. If you have any questions, please feel free to let us know by any convenient means of communication listed below.

12.2 Contacts of the person responsible for PD processing management in Mitsui & Co. Moscow LLC: Hamada Eiichiro.

Postal address: 10 Presnenskaya nab., block B, floor 16, premises II, room 32, Naberezhnaya Tower, Moscow, 123112

Phone: + 7 (495) 956-9600

E-mail: e.hamada@mitsui.com

APPENDIX A. FORM OF A SUBJECT'S REQUEST FOR INFORMATION RELATED TO THE PROCESSING OF HIS/HER PERSONAL DATA

Mitsui & Co. Moscow Limited Liability Company
10 Presnenskaya nab., block B, Naberezhnaya Tower, Moscow, 123112
From _____

(full name, number and date of issue of the main identity document of the subject or his/her legal representative)

(address, contact details)

(information confirming the participation of the PD subject in relations with the Company (contract number, date of the contract, conditional verbal reference and/or other information)

Request for Information Related to the Personal Data Processing

I request to provide me with the following information related to the processing of my personal data:

- confirmation of the fact of the personal data processing;
- legal grounds and purposes of personal data processing;
- purposes and methods of personal data processing used by the operator;
- name and location of the Company, information on the persons having access to personal data or to whom personal data may be disclosed under a contract with the Company or under the federal law;
- processed personal data and the source of their receipt;
- terms of personal data processing, including the terms of their storage;
- the procedure for the exercise of the rights provided for by Federal Law No. 152-FZ 'On Personal Data' by the personal data subject;
- name or surname, first name, patronymic and address of the person processing the personal data on behalf of the Company if the processing is entrusted or will be entrusted to such person;
- information on the methods used by the operator to fulfil the obligations set out in Article 18.1 of Federal Law No. 152-FZ 'On Personal Data'.

(date)

/_____
(signature/printed name)

APPENDIX F. FORM OF A SUBJECT'S REQUEST FOR DESTRUCTION OF PERSONAL DATA BEING UNLAWFULLY OBTAINED OR REDUNDANT WITH RESPECT TO THE STATED PURPOSE OF THE PROCESSING

Mitsui & Co. Moscow Limited Liability Company ,
10 Presnenskaya nab., block B, Naberezhnaya Tower, Moscow, 123112
From _____

(full name, number and date of issue of the main identity document of the subject or his/her legal representative)

(address, contact details)

(information confirming the participation of the PD subject in relations with the Company (contract number, date of the contract, conditional verbal reference and/or other information)

Request for Personal Data Destruction

I request you to destroy my personal data processed in your Company in connection with identification of the following unlawful actions:

(date)

(signature/printed name)

APPENDIX G. FORM OF A SUBJECT'S REQUEST FOR TERMINATION OF TRANSFER (DISTRIBUTION, PROVISION, ACCESS) OF PERSONAL DATA PERMITTED BY THE SUBJECT OF PERSONAL DATA FOR DISTRIBUTION

Mitsui & Co. Moscow Limited Liability Company
 10 Presnenskaya nab., block B, Naberezhnaya Tower, Moscow, 123112

From _____

(Full name)

(phone number, email or postal address)

Request for Termination of Transfer (Distribution, Provision, Access) of Personal Data Authorised for Distribution

I request to stop the transfer (distribution, provision, access) of my personal data:

[Indicate the personal data processing of which is subject to termination]	Stop processing?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
[Indicate the personal data processing of which is subject to termination]	Stop processing?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
[Indicate the personal data processing of which is subject to termination]	Stop processing?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
[Indicate the personal data processing of which is subject to termination]	Stop processing?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

 (date)

 /_____
 (signature/printed name)

APPENDIX H. FORM OF A SUBJECT'S REQUEST FOR TERMINATION OF PERSONAL DATA PROCESSING

Mitsui & Co. Moscow Limited Liability Company
10 Presnenskaya nab., block B, Naberezhnaya Tower, Moscow, 123112
From _____

(full name, number and date of issue of the main identity document of the subject or his/her legal representative)

(address, contact details)

(information confirming the participation of the PD subject in relations with the Company (contract number, date of the contract, conditional verbal reference and/or other information)

Request for termination of personal data processing

I request you to stop processing my personal data processed in your Company in connection with:

(date)

/_____
(signature/printed name)