

# DATA PROTECTION FORM

## DATA ACCESS

GEZE believes that your data is important. On request, we will be happy to inform you about how GEZE saves and uses your data internally. In order to process your order, we therefore ask for the following personal details.

### Personal details

Mr  Ms

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_ Place of birth \_\_\_\_\_

### Address

Street, no. \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Country \_\_\_\_\_

We hereby confirm our identity and the accuracy of the data stated.

Incorrect data shall waive all claims to data access.

Place, date \_\_\_\_\_

Signature \_\_\_\_\_

### Copy of ID

To ensure that we can identify you uniquely, please enclose a clearly legible copy of your identity document.

The copy must clearly show your personal details. If this is not the case, we will unfortunately be unable to process your enquiry.

## WHAT TO DO



### 1. Complete the form and sign it

Please send the data protection form together with a copy of your identity document in a postage paid envelope to:



### 2. Copy your identity document (identity card or passport)

**GEZE GmbH**  
**Master Data Management/Sales**  
**Reinhold-Vöster-Strasse 21-29**  
**71229 Leonberg**  
**Germany**



### 3. Send the form and identity document by post

#### GEZE GmbH

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