

## How to contact Francis Clark LLP via their Data Protection Representative

Francis Clark LLP, FC Payroll Solutions Limited and Francis Clark Financial Planning Limited, which processes the personal data of individuals in the European Union and European Economic Area, in either the role of 'data controller' or 'data processor', has appointed DataRep as its Data Protection Representative for the purposes of GDPR\*.

If Francis Clark LLP has processed or is processing your personal data, you may be entitled to exercise your rights under GDPR in respect of that personal data. For more details on the rights you have in respect of your personal data, please refer to the European Commission (<a href="https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu">https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu</a> en) or the national Data Protection Authority in your country.

Francis Clark LLP takes the protection of personal data seriously, and has appointed DataRep as their Data Protection Representative in the European Union so that you can contact them directly in your home country. DataRep has locations in each of the 27 EU countries and Norway & Iceland in the European Economic Area (EEA), so that Francis Clark LLP's customers can always raise the questions they want with them.

If you want to raise a question to Francis Clark LLP, or otherwise exercise your rights in respect of your personal data, you may do so by:

- sending an email to DataRep at <a href="mailto:datarequest@datarep.com">datarequest@datarep.com</a> quoting <a href="mailto:Francis Clark LLP">Francis Clark LLP</a> in the subject line.
- contacting us on our online webform at www.datarep.com/data-request, or
- mailing your inquiry to DataRep at the most convenient of the addresses in the subsequent pages.

<u>PLEASE NOTE: when mailing inquiries, it is ESSENTIAL that you mark your letters for 'DataRep'</u> and not 'Francis Clark LLP', or your inquiry may not reach us. Please refer clearly to Francis Clark LLP in your correspondence. On receiving your correspondence, Francis Clark LLP is likely to request evidence of your identity, to ensure your personal data and information connected with it is not provided to anyone other than you.

If you have any concerns over how DataRep will handle the personal data we will require to undertake our services, please refer to our privacy notice at <a href="https://www.datarep.com/privacy-policy">www.datarep.com/privacy-policy</a>.

Signed on behalf of the Representative:



Tim Bell, Managing Director



<sup>\*</sup> The General Data Protection Regulation, EU 2016/679



## Please ensure request is addressed to 'DataRep' and not Francis Clark LLP

| Country        | Address   |
|----------------|---|
| Austria        | DataRep, City Tower, Brückenkopfgasse 1/6. Stock, Graz, 8020, Austria                                 |
| Belgium        | DataRep, Place de L'Université 16, Louvain-La-Neuve, Waals Brabant, 1348, Belgium                     |
| Bulgaria       | DataRep, 132 Mimi Balkanska Str., Sofia, 1540, Bulgaria   |
| Croatia        | DataRep, Ground & 9th Floor, Hoto Tower, Savska cesta 32, Zagreb, 10000, Croatia                      |
| Cyprus         | DataRep, Victory House, 205 Archbishop Makarios Avenue, Limassol, 3030, Cyprus                        |
| Czech Republic | DataRep, IQ Ostrava Ground floor, 28. rijna 3346/91, Ostrava-mesto, Moravska, Ostrava, Czech Republic |
| Denmark        | DataRep, Lautruphøj 1-3, Ballerup, 2750, Denmark  |
| Estonia        | DataRep, 2 <sup>nd</sup> Floor, Tornimae 5, Tallinn, 10145, Estonia                                   |
| Finland        | DataRep, Luna House, 5.krs, Mannerheimintie 12 B, Helsinki, 00100, Finland                            |
| France         | DataRep, 72 rue de Lessard, Rouen, 76100, France  |
| Germany        | DataRep, 3rd and 4th floor, Altmarkt 10 B/D, Dresden, 01067, Germany                                  |
| Greece         | DataRep, 24 Lagoumitzi str, Athens, 17671, Greece   |
| Hungary        | DataRep, President Centre, Kálmán Imre utca 1, Budapest, 1054, Hungary                                |
| Iceland        | DataRep, Kalkofnsvegur 2, 101 Reykjavík, Iceland  |
| Ireland        | DataRep, The Cube, Monahan Road, Cork, T12 H1XY, Republic of Ireland                                  |
| Italy          | DataRep, Viale Giorgio Ribotta 11, Piano 1, Rome, Lazio, 00144, Italy                                 |
| Latvia         | DataRep, 4th & 5th floors, 14 Terbatas Street, Riga, LV-1011, Latvia                                  |
| Liechtenstein  | DataRep, City Tower, Brückenkopfgasse 1/6. Stock, Graz, 8020, Austria                                 |
| Lithuania      | DataRep, 44A Gedimino Avenue, 01110 Vilnius, Lithuania  |
| Luxembourg     | DataRep, BPM 335368, Banzelt 4 A, 6921, Roodt-sur-Syre, Luxembourg                                    |
| Malta          | DataRep, Tower Business Centre, 2nd floor, Tower Street, Swatar, BKR4013, Malta                       |
| Netherlands    | DataRep, Cuserstraat 93, Floor 2 and 3, Amsterdam, 1081 CN, Netherlands                               |
| Norway         | DataRep, C.J. Hambros Plass 2c, Oslo, 0164, Norway  |
| Poland         | DataRep, Budynek Fronton ul Kamienna 21, Krakow, 31-403, Poland                                       |
| Portugal       | DataRep, Torre de Monsanto, Rua Afonso Praça 30, 7th floor, Algès, Lisbon, 1495-061, Portugal         |
| Romania        | DataRep, 15 Piața Charles de Gaulle, nr. 1-T, București, Sectorul 1, 011857,<br>Romania               |
| Slovakia       | DataRep, Apollo Business Centre II, Block E / 9th floor, 4D Prievozska, Bratislava, 821 09, Slovakia  |
| Slovenia       | DataRep, Trg. Republike 3, Floor 3, Ljubljana, 1000, Slovenia   |
| Spain          | DataRep, Calle de Manzanares 4, Madrid, 28005, Spain  |
| Sweden         | DataRep, S:t Johannesgatan 2, 4th floor, Malmo, SE - 211 46, Sweden                                   |



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