**Form to exercise the right to access**

Pursuant to Article 15 of the General Data Protection Regulation (2016/679 [GDPR](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2016.119.01.0001.01.ENG)) the Data subject may exercise his/her rights against the controller or its processors. The items listed below are intended for the applicant (Data subject) to inform him/her how the data has been processed.

Registration number:

Date:

 1. Applicant particulars
Name:

Surname:
Permanent address:

ZIP:

Country:

**Data subject request - the applicants should tick an appropriate box corresponding to information in which he/she is interested in:**

 2. Information on the processing purpose referred to in Article 15, par. 1, letter a)

❏ List of purposes why personal data of the Data subject has been processed

 3. Categories of personal data processed by the Controller or Processors pursuant to Article 15 (1) b), c), d) and g

❏ What category of Data subject's personal data is processed by the Controller or Processor?

❏ What is the list of recipients to whom the Data subject's personal data have been made available?

❏ What is the retention period during which the Controller keeps the Data subject's personal data for each category of personal data?

❏ How the Data subject's personal data has been obtained?

❏ Is personal data processed for automatic decision making, including profiling?

 4. Data subject's options according to Article 15 (1) e) and (2)

4.1 The Data subject is entitled to request the correction or removal of his/her personal data processed by the Controller pursuant to Article 15 (1) e)

❏ Asks the Data subject to correct his/her personal information?

❏ Asks the Data subject to remove his/her personal information?

❏ Are Data subject's personal data transferred to a third country or to an international organization pursuant to Article 15 (2)?

❏ What appropriate guarantees to the Data subject are provided by the Controller if his or her personal data are transferred to a third country or to an international organization?

 5. Copy of personal data

5.1 The Controller is required to provide a copy of the personal data it has received directly from the Data subject or from other source. No copy of the personal data which the Controller or Processor has acquired by their own activities, or which could infringe the rights and freedoms of others pursuant to Article 15 (4).

❏ Do you ask the Controller and its Processors to provide you a copy of the Data subject's personal data within the scope of this application?

The form is intended for the purposes of exercising the rights of the Data subject pursuant to the GDPR regulation and can only be made available to the authorized persons of the Controller, the Data protection supervisory and Law enforcement authorities.