

FPS Finance, President's Services,
Department of Information Security and Privacy Protection,
North Galaxy, boulevard du Roi Albert II 33 (PO Box 10),
1030 Brussels

My first name and my name
My address

Concerns: Right to have access to my personal data

place and date

Dear Sir,

Dear Madam,

You will find enclosed a request for getting access to my personal data that you possibly will have.

Pursuant to Article 15 of the General Data Protection Regulation¹ you are required to inform me if you have processed or not my personal data. If that is the case, please send me the following information

(please tick the information you want to receive):

- The type of data referring to me that you process
- The purpose for which you use these data and the legal basis;
- The period of time during which the data will be kept or, when it's not possible, the criteria used to determine this period;
- The origin of the data (where and how you have obtained them);
- The categories of persons to which these data will be forwarded; to whom you have forwarded them or to whom you might (possibly) forward them later;
- The specific data referring to me that you process

My request will be processed within a period of 30 calendar days. If the request is complex or if the department must deal with many requests, this period of time will be extended to 60 days.

Without prejudice to any other administrative or legal appeal, I have the right to file a complaint to the Data Protection Authority² and to file a legal appeal if I consider that my rights have not been

¹ Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC The General Data Protection Regulation is available at the following address: <https://eur-lex.europa.eu/legal-content/FR/ALL/?uri=CELEX%3A32016R0679>

² Data Protection Authority, rue de la Presse 35, 1000 Brussels, e-mail: www.dataprotectionauthority.be

respected or that a processing of my personal data constitutes a breach of the General Data Protection Regulation.

As proof of my identity, you will find enclosed a copy of my identity card.

Yours sincerely

Signature

Enclosure: Copy of my identity card