

FPS.....

Address

My first name and last name:

My address:

My email address:

Subject: right of access to my personal data

place and date

Dear Madam,

Dear Sir,

I hereby request access to the personal data about me that you may possess.

According to Article 15 of the General Data Protection Regulation¹, you are obliged to confirm whether or not you are processing my data. If that is the case, please also give me the following information

(tick off the information you wish to receive):

- the nature of the data about me that you are processing;
- the purposes for which you use the data;
- the retention period or, if not possible, the criteria used to determine that period;
- the source of the data (where and how did you collect them);
- the categories of recipients of the data: to whom the data have been or will (possibly) be disclosed;
- the actual data about me that you are processing.

My request shall be treated within 30 calendar days as from the date of receipt. If required due to the level of complexity, or if the number of requests filed with the department is too large, this term will be extended by up to 60 days.

Without prejudice to any other means of administrative appeal or any remedy before a court of law, I have the right to file a complaint with the Data Protection Authority² and to appeal to the courts, if I

¹ Regulation (EU) 2016/679 of the European Parliament and of 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.

² Data Protection Authority, Rue de la Presse 35, 1000 Brussels, Belgium, contact@apd-gba.be

believe that my rights are not being respected or that a processing of personal data about me is in violation of the General Data Protection Regulation.

As a proof of my identity, I join a copy of (the two sides of) my identity card to this letter or electronically sign the mail to which I join this letter as an attachment.

- I wish to receive the information by email at the address mentioned above.
- I wish to receive the information in writing by letter at the address mentioned below.

Yours faithfully,

Signature

Enclosure: copy of both sides of my identity card