Request for access to my personal data

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: exercise of my right of access to personal data

Dear Sir or Madam,

Under the right of access provided by the data protection law that applies to your organisation (for example the GDPR in the European Union), I ask you to provide me with the information listed below.

To help you find my records

Useful identifiers

Period concerned

Information requested

I ask to receive, in a clear and understandable form:

- [ ] A copy of all the personal data you hold about me
- [ ] The purposes for which you use it
- [ ] The categories of data processed
- [ ] The recipients or categories of recipients to whom it is disclosed
- [ ] The planned retention period or the criteria used to set it
- [ ] The source of any data you did not collect from me
- [ ] Whether any automated decision-making or profiling is used, and the logic involved

If you have reasonable doubts about my identity, please tell me the minimum proof I need to provide; I will not send any identity document before such a request.

Please reply within the time limit set by the applicable rules, by a secure means and in a commonly used format.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method