

The data subject:	
First name:	
Family name:	
Address:	
ID No./Passport No:	
E-mail:	

The data subject asks for:	
☐ Right of access	☐ Right to erasure ('right to be forgotten')
☐ Right to rectification	☐ Right to data portability
☐ Right to restriction of processing	
☐ Others (please specify):	
The data subject wishes to be contacted via:	
☐ E-mail	☐ Registered letter

Signature of the data subject:	
Date:	
Signature:	

- Within the meaning of Article 12 (3) of the General Regulation on the Protection of Personal Data, the controller will provide information on the action taken on a request under Articles 15 to 22 to the data subject without undue delay and in any event within one month of receipt of the request.
- That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The controller shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.
- The data subject will be informed of receipt and processing of the application by e-mail (if specified) no later than three business days.
- If the controller doubts about identity of person requesting information, the controller may proceed according to Article 12 par. 6 of the general regulation, i.e. the controller may request the provision of additional information necessary to confirm the identity of the data subject (who submits the request).

Verification of the data subject's identity has been carried out by:		Request ID:
First name, Last name:		
Date:		
Signature:		

The rights of data subject have been carried out by:	
First name, Last name:	
Date:	
Description of the request:	
Signature:	