## DATA SUBJECT ACCESS REQUEST ('DSAR') FORM

FOR COMPLAINCE WITH GDPR (MAINLY ARTICLE 15)

- Data Subject Access Requests (DSARs) can be made for or on behalf of a Data Subject (You) to a Data Controller (i.e. a
  person/entity who you reasonably believe is processing personal data belonging to You), in this case, Apcopay with its
  address at Apcopay Limited, Nineteen Twenty Three, Valletta Road, Marsa, MRS 3000.
- 2. Subject to certain exceptions, DSARs allow You to receive a confirmation regarding whether or not your personal data is being processed, to have access to the personal data (and receive a copy thereof) and receive certain information relating to same.
- Data Protection legislation caters for limitations and exceptions to the Right of Access. Prior to any disclosure resulting from
  a DSAR the Controller must evaluate whether any such limitation or exception applies. Where exceptions are deemed to
  apply, You will be informed.
- 4. The DSAR is at no cost to You. However, administrative costs may be imposed in the case of a request for further copies and where DSARs are manifestly unfounded or excessive the Controller has an option to charge a reasonable fee or refuse to act upon the request.
- 5. The Data Controller may request You to provide information to verify your identity.
- 6. The Data Controller may request You to provide more granular information to facilitate the sourcing of personal data which You believe may be processed by the Data Controller.
- 7. A Data Controller must provide information on action taken on a request to You without undue delay and in any event within one (1) month of receipt of the request. This may be extended for a further two (2) months where necessary in which case You will be informed.
- 8. You have the right to lodge a complaint with the supervisory authority.
- 9. This form must be forwarded to our Data Protection Officer, at the following email address: <a href="mailto:dataprivacy@apcopay.com">dataprivacy@apcopay.com</a>.
- 10. For any queries, please contact us, at the following email address: <a href="mailto:dataprivacy@apcopay.com">dataprivacy@apcopay.com</a>.

## **DATA SUBJECT DECLARATION**

I,	
Signature Name + Surname	Date

## **DATA SUBJECT DETAILS:**

Email address Date of birth Details of identification					<b>I</b>
Mobile number imail address Date of birth Details of identification					•
Date of birth Details of identification					
Details of identification					
Details of identification					
provided to confirm					
name of data subject					
Details of data requested					
Please advise the Period					
(specify timeframes) of					
requested data					
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Controller  ETAILS OF PERSON REQUI	IESTING TH	E INFORMA	TION:		Yes  No  Yes  No
Relationship with Data Controller  ETAILS OF PERSON REQUE Are you the Data Subject? Are you acting on behalf or legal authority?	SESTING TH	E INFORMA	TION:	en] or other	
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