

DATA SUBJECT ACCESS REQUEST ('DSAR') FORM

FOR COMPLAINT WITH GDPR (MAINLY ARTICLE 15)

1. 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.
3. 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: dataprivacy@apcopay.com.
10. For any queries, please contact us, at the following email address: dataprivacy@apcopay.com.

DATA SUBJECT DECLARATION

I, _____, the undersigned and the person making this request, confirm that the information provided in this Form is correct and true and assume full responsibility in case of error or omission.

Signature _____

Date _____

Name + Surname _____

DATA SUBJECT DETAILS:

Please insert the details of the person to whom the personal data relates and in relation to whom the SAR is being made.

Title	Mr ☐	Mrs. ☐	Ms ☐	Other: ☐
Name + Surname				
Current address				
Mobile number				
Email address				
Date of birth				
Details of identification provided to confirm name of data subject				
Details of data requested				
Please advise the Period (specify timeframes) of requested data				
Relationship with Data Controller	(e.g. employee, client, supplier, etc)			

DETAILS OF PERSON REQUESTING THE INFORMATION:

Are you the Data Subject?	Yes ☐ No ☐
Are you acting on behalf of the Data Subject with their [written] or other legal authority?	Yes ☐ No ☐
If 'Yes' please state your relationship with the Data Subject (e.g. parent, legal guardian, lawyer etc)	
Please enclose proof that you are legally authorised to request this personal data.	
Title	Mr ☐ Mrs. ☐ Ms ☐ Other: ☐
Name + Surname	
Current Address	
Telephone number	
Mobile number	
Email address	

The Controller reserves the right to verify the above information.

Signature: _____

Date: _____