

# request ( )

**Controller:**

SIA Request  
Reg. No. 40203423105  
Stabu iela 109 - 1, Riga, LV-1009, Latvia

**Data Subject:**

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*(name, surname, personal identification number or date of birth of natural person)*

**Complaint about personal data protection or processing violation.**

On the basis of Article 12(2), (3) and (4) of Regulation (EU) 2016/679 of April 27, 2016 of the European Parliament and of the Council 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 (General Data Protection Regulation), I request you to review and give your opinion on the complaint made in this application within one month from the date of receipt:

*(tick and fill in where applicable)*

Deficiencies have been observed in the Controllers personal data protection compliance documents;

*(specify the document, as well as the reasons for such a claim)*

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- There has been no response or relevant actions taken in accordance with the Data Subject request form I previously submitted;

*(indicate the date on which the form was submitted, the type of request specified in the form and the manner in which the form was submitted to the Controller)*

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- My personal data is being processed without a demonstrable legal basis and/or for purposes other than those of which I was informed about;

*(indicate the categories of data concerned and the actual purpose for which you believe the data is being processed)*

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- There has been a serious violation concerning the processing of my personal data;

*(describe the nature of the violation and indicate the categories of data affected)*

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I would like to receive a response to my complaint in the following format:

*(tick the preferred format of the response and specify contact details)*

- Electronically signed document to the email address: \_\_\_\_\_
- By mail in the form of a registered letter to the address: \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_

Please send a copy of this complaint form to the email address: info@request.lv or the legal address of the Controller: Stabu iela 109 - 1, Riga, LV-1009, Latvia. A response to the Data Subjects complaint will be prepared within 30 days from the date of receipt of the complaint.

In accordance with Article 77 of the General Data Protection Regulation, the Data Subject shall have the right to lodge a complaint to the responsible supervisory authority – the Data State Inspectorate of the Republic of Latvia, if the Data Subject believes that the processing of personal data by the Controller infringes the requirements of the General Data Protection Regulation, as well as if the Data Subject has not received a reasoned and justified response to any previously submitted requests or appropriate action on the part of the Controller.

\_\_\_\_\_, 20\_\_\_\_

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*(signature)*