

# 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)*

**Request for access to, deletion, rectification, transfer or restriction of processing of personal data.**

On the basis of Article 12(2) and (3) and Articles 15, 16, 17, 18, 20 and 21 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 comply with my request within one month from the date of receipt of this request and to provide me, free of charge, with the following information in writing:

*(tick and fill in where applicable)*

**Correction of Personal Data**

- Make the following corrections/additions to the following personal data of mine, which is at your disposal:

*(strike out as appropriate, specify personal data and the requested changes)*

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## Information Request

- Provide information about what personal data of mine is at your disposal, on what legal basis and for what purpose is it processed.

*(specify the period for which the information is to be provided)*

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- What is the source of my personal data?
- On what legal basis and for what purpose has my personal data been obtained?
- The time period for which my personal data will be stored by you (if it is not possible to determine the period, mention the criteria used to determine said period).
- If my personal data has been transferred to a third country – specify when, on what legal basis, for what purpose was such data processing carried out.
- Has my personal data been transferred to other individuals, legal entities, state or local government institutions in the time period from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ ?

*(specify a certain time period)*

- What personal data of mine has been transferred to third parties?
- On what legal basis and for what purpose did you transfer my personal data to the third party/parties?

## Deletion of Personal Data and Restriction of Processing

My personal data falls under the following category of Data Subjects:

- Clients and their representatives;
  - Potential clients and their representatives;
  - Cooperation partners and their representatives;
  - Company employees;
  - Potential employees of the company.
- Stop processing the following personal data that you hold about me:

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Grounds for restricting data processing:

*(tick where applicable)*

- There is no legal basis for its processing;
- Its processing does not correspond to the original purpose of personal data processing;
- I withdraw my previously given consent;
- Another reason:

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Contact details for communication in case of any uncertainties:

*(tick the preferred method of communication and specify contact details)*

- Email address: \_\_\_\_\_
- Phone number: \_\_\_\_\_
- Other: \_\_\_\_\_

## Request for Secure Data Transfer

Ensure the secure transfer of my personal data.

*(specify the location of data transfer, purpose and data to be transferred)*

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\* I am informed that the Controller will evaluate the communication channels provided above and, according to the sensitivity and volume of the information to be provided, may determine different communication channels by informing me in advance.

Please send a copy of this request 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 request will be prepared within 30 days from the date of receipt of the request.

In accordance with applicable law, the information requested by the Data Subject will be provided within 30 days from the date of receipt of the request, provided that the request contains all necessary information. In certain cases, the Controller has the right to extend this period by up to two months. In such cases, the Controllers responsible persons will inform the Data Subject about such circumstances within 30 days of receiving the request. In the event of a refusal, the Data Subject will be notified within 30 days from the date of receipt of the request by providing a reasoned and justified opinion for the refusal of the request form.

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

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*(signature)*