

FORM FOR REQUEST TO ACCESS DATA

Form for request to access data

1. Data about the person

Name, Surname _____
Contact details _____

2. Are you the data subject?

YES

If you are the subject of data, please provide proof of your identity (e.g., driver's license, birth certificate, identity card). Also please indicate your relationship with the Company:

- I am a former/current employee of the Company
- I am a former/current candidate of the Company
- I am a former/current client of the Company / employee of the client
- I am none of the above (please specify in more detail, e.g., supplier, partner, consultant, etc.)

NO

Are you acting on behalf of the data subject with their written authorization? If yes, the authorization must be submitted together with this request. Please also indicate the relationship of the data represented subject with the Company:

- The data subject is a former/current employee of the Company
- The data subject is a former/current job candidate of the Company
- The data subject is a former/current client of the Company / employee of the client
- The data subject is none of the above (please specify in more detail, e.g., supplier, partner, consultant, etc.)

3. Data about the data subject (if different from (1))

Name, Surname _____

4. Please explain your relationship with the data subject which gives you the right to submit this request on their behalf:

5. Please specify exactly which document/data you wish to access:

6. Declaration

I confirm that the information provided in this request is correct. I understand that the Company may need to verify my identity or the identity of the person I represent and may require more detailed information in order to locate and provide the correct information.

Signature _____

Date _____

Documents that must be submitted together with this request are:

- Your identity document
- If the request is submitted via a representative – the data subject's identity document or its copy
- If the request is submitted via a representative – proof of representation (representation agreement or its copy or another equivalent document)
- If you sent original documents – an envelope with a stamp and address for returning the originals of documents proving identity/authorization

For internal use of the Company

Request received: _____

Request processed: _____

Notes: _____