

## PERSONAL DATA ACCESS FORM

The application will be analyzed according to the requirements mentioned in Regulation 679/2016 regarding the exercise of this right



Dear Client,

You have the right to request access to the personal data that we hold about you, through a Request for Access to Personal Data.

If you would like to make such a request, please complete this form and send it to us, by post or email.

- ✓ If you send it by post, please use the following address:

Asociatia Holfin Filantropica  
Bucharest, District 1, 014111,  
17 Ceasornicului, 5th floor  
Attention - Data Protection Officer

- ✓ If you send it by mail, please use the following address: [dpo@holfinfilantropica.ro](mailto:dpo@holfinfilantropica.ro).  
Please write „Request for access to personal data” in the „subject” field of the email.

Sincerely yours,  
Asociatia Holfin Filantropica

## PERSONAL DATA ACCESS FORM

1. The full name of the data subject<sup>1</sup>

*Note: The data subject is a person subject to personal data*

2. Date of birth of the data subject

3. Current address of the data subject:

4. Phone number of the data subject:

Mobile

Landline

5. E-mail address of the data subject:

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6. *Please detail the required personal data:*

7. *To help us look for the requested information, please provide us with as much details as possible regarding the required data (e.g.. e-mail / letter between <date> and <date>).*

8. *To whom will the requested information be communicated?*

*To the data subject  To the representative*

*If the data will be provided to the representative, then you must complete points 10 and 11.*

9. *I confirm that I am the data subject.*

*Signature: \_\_\_\_\_*

*Name: \_\_\_\_\_*

*Date: \_\_\_\_\_*

*I attach a copy of ID to validate my identity and my address*

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10. (Only if in section 8 the “Representative” is completed) The data subject (whose data is requested) must provide a written authorization for the information to be provided to the representative.

I hereby give permission to \_\_\_\_\_ (full name of the representative) to request access to my personal data.

Signature of data subject: \_\_\_\_\_

Name of data subject: \_\_\_\_\_

Date: \_\_\_\_\_

11. (To be completed by the representative)

I hereby confirm that I am the authorized representative of the data subject.

Full name of the representative: \_\_\_\_\_

Address to which the personal data will be sent \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Starting with May 25, 2018, Regulation (EU)2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, is applied by all the states of the European Union.*

*More details about personal data, what are your rights to personal data and about our activity can be found on our website [www.holfinfilantropica.ro](http://www.holfinfilantropica.ro)*

*We will come back with a response within 30 calendar days of receiving the request. Depending on the complexity of the request and the number of requests we receive, it may be necessary to extend the initial deadline. In such a situation, we will timely notify you. For any questions regarding the processing of personal data you can contact the Data Protection Officer at [dpo@holfinfilantropica.ro](mailto:dpo@holfinfilantropica.ro)*