



## Subject Access Request Form (GDPR)

Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ ID No. \_\_\_\_\_

Tel/Mob No. \_\_\_\_\_ E-mail \_\_\_\_\_

*I am writing to make a subject access request in accordance with the General Data Protection Regulation (EU) 2016/679.*

Please specify the data you require, together with any other relevant details to help us identify the information requested.

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I confirm that the information given on this application form to the Local Enforcement System Agency (LESA) is true, and I understand that the LESA may need more information to confirm my identity (such as an ID card/Passport/Driving Licence) and to provide the information that I am requesting.

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

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

*Kindly return this completed form to the LESA Data Protection Officer as indicated below:*

**Postal Address: LESA Administrative Building, Triq Mater Boni Consili, Fgura FGR1611**

**E-mail address: [dpo.lesa@lesa.gov.mt](mailto:dpo.lesa@lesa.gov.mt)**

**Does the information requested include information relating to another person? If so, written consent and identification from the third party is required.**

### **Subject Access Policy**

The LESA will provide information in response to any reasonable subject access request and will ensure data is kept in an accessible form to facilitate subject access.

The LESA, at the request of the data subject, shall provide to the data subject without excessive delay and without expense, written information as to whether personal data concerning the data subject is processed, provided that any such application shall be made in writing and signed by the data subject.

If such data is processed, the LESA shall provide the data subject with written information in a comprehensible form about:

- (a) Actual information about the data subject which is processed;
- (b) Where this information has been collected;
- (c) The purpose of the processing;
- (d) To which recipients or categories of recipients the information is disclosed.