

REQUEST FOR RECTIFICATION OF PERSONAL DATA

1. Subject

Name and surname		Phone	
Home address		E-mail	

2. **Category of the Subject of personal data to which you belong:** (you can choose one of the following categories: employee in Makoten Dooel Gevgelija, applicant for employment, intern, external collaborator under contract, subject to direct marketing, visitor, client etc.)

Category of Subject of personal data:
Your relationship with Makoten Dooel Gevgelija (in order to be able to respond to your request in a timely manner, please describe in more detail your relationship and contact persons in Makoten Dooel Gevgelija)

3. Description of the Request for rectification of personal data

Pursuant to Article 20 of the LPDP¹, I request from Makoten Dooel Gevgelija to rectify or supplement my personal data, as follows

Document that must be submitted in support of this Request:

- proof of your identity²

Send the answer to this Request:

- to my home address
- to my e-mail address

¹ Law on Personal Data Protection (Official Gazette of RNM no. 42/2020)

² To be sure that we restrict the processing of the personal data of the right person, we ask you to provide us with proof of your identity: ID card, passport, driver's license, birth certificate. Please provide us with a copy or scanned image of a document (do not send originals). If we believe that you are not the person you claim to be, we reserve the right to reject your request.

Signature _____

Date _____

Important notes:

- Makoten Dooel Gevgelija reserves the right to refuse the execution of your request if it is against the legal regulations
- Makoten Dooel Gevgelija has the right to confirm your identity and may contact you for additional information necessary to identify your personal data and use all reasonable measures to determine your identity
- Makoten Dooel Gevgelija will respond to your request as soon as possible, and no later than 15 days from the day of receipt of the request.
- Makoten Dooel Gevgelija may charge a reasonable fee taking into account the scope, complexity, time of providing information or may refuse to act upon the request if the request is unfounded or excessive