

## REQUEST TO ACCESS THE PERSONAL DATA

### 1. Subject Identity:

<b>Name and surname</b>		<b>Phone</b>	
<b>Home address</b>		<b>E-mail</b>	

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 to access the personal

**Pursuant to Article 19 of the LPDP<sup>1</sup>, I request Makoten Dooel Gevgelija to inform me about the following**  
(Please check the appropriate boxes for which you request information)

Does Makoten Dooel Gevgelija process my personal data?

What are the purposes of processing of my personal data?

Which categories of personal data does Makoten Dooel Gevgelija process for me?

To which users or categories of users are my personal data disclosed?

How long are my personal data stored?

From which sources such data is collected?

Does Makoten Dooel Gevgelija make decisions based on automatic data processing, that have legal consequences for me?

Does Makoten Dooel Gevgelija transfer my personal data to a third country or international organization?

\* I request to be provided with a copy of my personal data, in accordance with Article 19 paragraph (3) of the LPDP

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

Document that must be submitted in support of this Request:

- proof of your identity<sup>2</sup>
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Send the answer to this Request

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

<b>Signature</b> _____	<b>Date</b> _____
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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 one month from the day of receipt of the request. The deadline can be extended for another two months, for which you will be informed in a timely manner
- 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

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<sup>2</sup> 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.