

# DATA SUBJECT ACCESS REQUEST ('SAR') FORM

FOR COMPLIANCE WITH GDPR (MAINLY ARTICLE 12 AND ARTICLE 15)

1. Data Subject Access Requests (SARs) can be made for or on behalf of a Data Subject (**You**) to a Data Controller (i.e. a person/entity who you reasonably believe is processing personal data belonging to You).
2. Subject to certain exceptions, SARs allow You to receive a confirmation regarding whether or not your personal data is being processed, to have access to the personal data (and receive a copy thereof) and receive certain information relating to same.
3. Data Protection legislation caters for limitations and exceptions to the Right of Access. Prior to any disclosure resulting from an SAR the Controller must evaluate whether any such limitation or exception applies. Where exceptions are deemed to apply, You will be informed.
4. The SAR is at no cost to You. However, administrative costs may be imposed in the case of a request for further copies and where SARs are manifestly unfounded or excessive the Controller has an option to charge a reasonable fee or refuse to act upon the request.
5. The Data Controller may request You to provide information to verify your identity.
6. The Data Controller may request You to provide more granular information to facilitate the sourcing of personal data which You believe may be processed by the Data Controller.
7. A Data Controller must provide information on action taken on a request to You without undue delay and in any event within one (1) month of receipt of the request. This may be extended for a further two (2) months where necessary – in which case You will be informed.
8. You have the right to lodge a complaint with the supervisory authority.
9. This form must be forwarded to Carmelo Caruana Company Limited's Data Protection Officer in the following manner: [dpo@carmelocarwana.com](mailto:dpo@carmelocarwana.com) or mail to Carmelo Caruana Company Limited, Nineteen Twenty Three, Valletta Road, Marsa MRS 3000 Malta.
10. For any queries please contact Carmelo Caruana Company Limited's Data Protection Officer in the following manner: [dpo@carmelocarwana.com](mailto:dpo@carmelocarwana.com) or mail to Carmelo Caruana Company Limited, Nineteen Twenty Three, Valletta Road, Marsa MRS 3000 Malta.

## DATA SUBJECT DECLARATION

I, \_\_\_\_\_, the undersigned and the person making this request, confirm that the information provided in this Form is correct and true and assume full responsibility in case of error or omission.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**DATA SUBJECT DETAILS:**

Please insert the details of the person to whom the personal data relates and in relation to whom the SAR is being made.

<b>Title</b>	Mr <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Name + Surname</b>				
<b>Current address</b>				
<b>Telephone number</b>				
<b>Mobile number</b>				
<b>Email address</b>				
<b>Date of birth</b>				
<b>Details of identification provided to confirm name of data subject</b>				
<b>Details of data requested</b>				
<b>Relationship with Data Controller</b>	<i>(e.g. employee, client, supplier, etc)</i>			

**DETAILS OF PERSON REQUESTING THE INFORMATION:**

Are you the Data Subject?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you acting on behalf of the Data Subject with their [written] or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please state your relationship with the Data Subject (e.g. parent, legal guardian, lawyer etc)	
<b>Please enclose proof that you are legally authorised to request this personal data.</b>	
<b>Title</b>	Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Other: <input type="checkbox"/>
<b>Name + Surname</b>	
<b>Current Address</b>	
<b>Telephone number</b>	
<b>Mobile number</b>	
<b>Email address</b>	

The Controller reserves the right to verify the above information.