



**ROYAUME DE BELGIQUE**  
Service public fédéral  
**Affaires étrangères,  
Commerce extérieur et  
Coopération au Développement**

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My first and last name:

My address:

My e-mail address:

Concerns : right of access to my personal data

Place and date

Dear Sir, Madam,

Please find enclosed a request for access to any of my personal data you may own.

In accordance with Article 15 of the General Data Protection Regulation<sup>1</sup>, you are required to inform me whether or not you have processed any of my personal data. If this is the case, please also indicate the following information (tick the information you would like to receive):

- the nature of the data concerning me that you process;
- the purposes of the processing and the legal basis;
- the envisaged period for which the personal data will be stored, or, if this is not possible, the criteria used to determine that period;
- the origin of this data (where and how you collected it);
- the categories of persons to whom the data will be communicated: to whom you have communicated them or to whom you may (possibly) communicate them later;
- the exact data concerning me that you process;

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. The General Data Protection Regulation is available on the website: <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX%3A32016R0679>

- a copy of the data concerning me you process.

My request will be processed within 30 calendar days from the date of receipt. If the procedure is complex or the service is dealing with a large number of requests, this time limit will be extended by 60 days.

Without prejudice to any other administrative or judicial remedy, I have the right to lodge a complaint before the Data Protection Authority<sup>2</sup> and to initiate a judicial procedure if I consider that my rights are not respected or that the processing of personal data concerning me constitutes a violation of the General Data Protection Regulation.

As proof of my identity, I enclose a copy of both sides of my identity card or copy of facing pages of my passport.

- I wish to receive the information electronically at my above-mentioned address.
- I wish to receive the information by post at my above-mentioned address.

Yours faithfully

**Signature**

**ANNEX:** copy of both sides of my identity card or copy of facing pages of my passport

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<sup>2</sup> Data Protection Authority, Rue de la Presse 35, 1000 Brussels, e-mail: [contact@apd-gba.be](mailto:contact@apd-gba.be)