



KINGDOM OF BELGIUM
Federal Public Service
**Foreign Affairs,
Foreign Trade and
Development Cooperation**

Egmont I • Rue des Petits Carmes 15, 1000 Brussels
Tel. +32 2 501 81 11 • <https://diplomatie.belgium.be>
Twitter: MFABelgium • Facebook: Diplomatie.belgium • Instagram: BelgiumMFA

My first name and full name:

My address:

My email address:

My national number:
(if my request concerns a passport or a travel document)

Concerns: right of access to my personal data

place and date

Dear Madam, dear Sir,

Please find enclosed a request for access to any personal data you may have concerning me.

In accordance with Article 15 of the General Data Protection Regulation¹, you are required to inform me whether or not you have processed personal data concerning me. If so, please also provide me with the following information (please tick the information you wish to receive):

- the nature of the data concerning me that you process;
- the purpose for which you use the data and the legal basis;
- the duration of storage or, where this is not possible, the criteria used to determine this duration;

¹ 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/TXT/HTML/?uri=CELEX:32016R0679&from=EN>

- the origin of this data (where and how you obtained 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.

My request will be processed within 30 calendar days from the date of receipt. If it is complex or the administration has 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 with the Data Protection Authority² and to pursue a judicial remedy if I consider that my rights have not been 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 hereby attach a copy of my identity card (both sides) or of my passport / travel document (page with my identity data).

- I would like the information to be sent to me electronically (email) at my above-mentioned address.
- I would like the information to be sent to me in writing at my above-mentioned address.

Kind regards.



Signature

Annex: copy of my identity card (both sides) or of my passport / travel document (page with my identity data)

² Data Protection Authority, Rue de la Presse 35, 1000 Brussels, e-mail: contact@apd-gba.be