



## SUBJECT ACCESS REQUEST FORM

**Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation (GDPR) and Law 125(I)/2018 of Cyprus.**

### Important Notes:

1. Please complete all sections in BLOCK Capital Letters.
2. Proof of Identity must accompany this Form.
3. Where a request is manifestly unfounded, excessive, of a repetitive nature, or where more than one copy is sought, a fee may apply.

### SECTION A – Data Subject Details (Requester)

<b>Full Name</b>	
<b>Postal Address</b>	
<b>Telephone Number (including area code)</b>	
<b>Email Address:</b>	

### SECTION B – Details of request

In accordance with the General Data Protection Regulation (GDPR) and Law 125(I)/2018, I request access to my personal records as detailed below.

In the space provided below, please describe the personal records you are requesting, as fully as you can. The Data Protection legislation only provides for access to the personal data of the requester. Third party information will not be released.

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If you have had dealings with the Department in any of the following areas, and would like your information obtained from those areas, please tick the boxes below to assist us in finding all your information.

<b><u>Department</u></b>	
<b>Accounting</b>	<input type="checkbox"/>
<b>HR</b>	<input type="checkbox"/>
<b>Corporate</b>	<input type="checkbox"/>
<b>Litigation</b>	<input type="checkbox"/>
<b>Immigration</b>	<input type="checkbox"/>
<b>Property</b>	<input type="checkbox"/>
<b>Compliance</b>	<input type="checkbox"/>

My preferred form of access is (please tick as appropriate):

Receive Electronic Copies of the Records by email	<input type="checkbox"/>
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Receive hard copies of the records by post	
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## SECTION C – Verification of Identity

We will not be able to process a Subject Access Request without proof of the applicant’s identity and address to ensure that the person making the request is acting legitimately. Please therefore provide a copy of your Identification document, such as:

- Valid ID or Passport
- Driving License

### **AND**

- A copy of a utility bill, e.g. gas, electricity, television, broadband, not older than 6 months old. Mobile phone bills are not acceptable.

## SECTION D – Declaration

I declare that to the best of my knowledge all the details I have provided in this form are true and complete.

Signature: .....

Date: .....

Please return the completed form to:

**21 Vasili Michailidi**  
**3026, Limassol**  
**Cyprus**

Or send it by email to the following address: [dpo@aretilaw.com](mailto:dpo@aretilaw.com)



## Subject Access Requests Privacy Statement

*AC is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. AC will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. This may involve providing your data to a number of areas within AC in order to collate the personal data involved. AC will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with Government Departments, local authorities or agencies, or public bodies, in certain circumstances where this is provided by law.*

*AC will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business needs to retain this information has expired, it will be examined with a view of destroying the personal data as soon as possible, and in line with our Data Retention Policy. Further information on Data Protection can be found on our website <https://www.aretilaw.com/>.*