

## REQUEST FOR ACCESS TO PERSONAL DATA

<b>TO:</b>	Ozlem Volkan Geo Rent a Car Vurinas St. Ampavri Kos Town Kos 85300 Dodekanese / Greece Tel: +90 698 2889939	<b>REQUEST NUMBER</b>	<b>DATE</b>
<i>Completed by the competent body</i>			

### APPLICANT OWN DATA:

Name*:	
Surname*:	

### Request description: " Access to your personal data ".

Please inform me  if my personal data are being processed.

In case my personal data are being processed:

A) I wish to inform me: Access to your personal data ».

- Why my personal data has been registered/are being processed
- Which personal data has been registered / are being processed
- Who has access to my personal data
- For how long my personal data will be registered/are being processed
- What are my rights?
- Where did you receive my personal data from

B)  I would like to receive a copy of my personal data (Additional copies may require a reasonable fee to be paid for administrative expenses.)

### Choose the way you wish to be informed about your request processing procedure:

- 1. Through e-mail to the e-mail address .....
- 2. Following your own communication with the Data Protection Officer .....

### Choose the way you wish to receive your reply:

- 1. Receive it through e-mail .....
- 2. Receive it by post at Address for correspondence  
Street ..... .Number ..... City ..... P.S. ....

I hereby declare that all the data mentioned in the Request are accurate and true.

### PROVISION OF INFORMATION

- We will reply to your Requests, free of charge, without delay, and in any case within (1) one month after receiving

your request. However, if your request is complex or if there is a large number of your requests, we will notify you within the month in case we need to take another two (2) months extension within which we will respond to you. If your Claims are manifestly unsubstantiated or excessive, due, in particular, to their recurring nature, OZLEM VOLKAN GEO RENT A CAR----- may impose a reasonable fee, taking into account the administrative costs of providing information or executing the requested action or refuse to follow up the Request.

- Requests are kept for 2 years from receipt.
- Your personal data, provided hereby by this Request, are processed by " OZLEM VOLKAN GEO RENT A CAR ( Vurinas St. Ampavri Kos Town / Dodecanese 85300 ) ----- in order to examine the execution of your request regarding the protection of your personal data (as required by Regulation 679/2016/EU), are limited to what is strictly necessary and do not concern specific categories of data or data relating to criminal convictions or offenses and the Data processors, like the post service company with which our reply is sent to you, may have access to them, we do not reply to you using automated decision making and concerning these data you have also the rights to correct, delete, restrict, oppose processing and file a complaint before the Data Protection Authority.

#### INSTRUCTIONS

- CAUTION! The exercise of your right demands that you must ONLY send this Request and not other documents. Any other documents sent will not be considered and will be destroyed immediately. In case other additional supporting documents may be required, for the formulation of our response to your Request, we will contact you and ask you to send them to us.

DATE: \_\_\_/\_\_\_/20\_\_

The Declaring party

(Signature)