

## RIGHT OF ACCESS REQUEST FORM

To exercise your right of Access, please complete this form and email it to [dataprivacy@maservicescorp.com](mailto:dataprivacy@maservicescorp.com).

### Data Owner Information:

Names: \_\_\_\_\_ Surnames: \_\_\_\_\_

Identity No.: \_\_\_\_\_ Document Type: \_\_\_\_\_

**If you make this request on behalf of the data owner, please complete the following information about yourself:**

Names: \_\_\_\_\_ Surnames: \_\_\_\_\_

Identity No.: \_\_\_\_\_ Document Type: \_\_\_\_\_

Relationship with the Data Owner:  Legal Representative  Guardian (father, mother, legal guardian and upbringing)

### Documents provided:

- Identity Document of the Data Owner (mandatory)
- Identity Document of the Legal Representative or Guardian (if applicable)
- Notarized Power of Attorney Letter (if applicable)

### Contact Details:

Please let us know how we can contact you to send the response to your request and consult in case of doubts:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Other: \_\_\_\_\_

Remarks: \_\_\_\_\_

### Relationship of the Data Owner:

In order to provide you with a quicker response, please indicate the relationship(s) you have or have had with the organization:

Client/User  Collaborator  Supplier  Donor  Other \_\_\_\_\_

Person(s) in the Organization with whom you have had contact: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Legal basis:

### **Law 81 of 2019 on Personal Data Protection.**

**Art. 15 numeral 1:** Right of Access: allows the owner to obtain the personal data that are stored or subject to processing in databases of public or private institutions, in addition to knowing the origin and purpose for which they have been collected.

**Art. 16:** The owner of personal data or whoever represents him may request information from the data controllers which must be provided within a period not exceeding 10 working days from the submission of said request. [...] The provision of information, [...] will be absolutely free of charge and will be provided at the request of the owner of the data or whoever represents him, proof of the updated database concerning it.

### **Executive Decree 285 of 2021 regulating Law 81 of 2019 on Personal Data Protection.**

**Art. 25:** Identification of the requested information. Where the controller processes a large amount of data relating to the controller and the controller exercises his right of access without specifying whether it relates to all or part of the data, the controller may request him, before providing the information, that the data subject specify the data or processing activities to which the request refers. The controller shall provide a copy of the personal data being processed. Where the data subject submits the application by electronic means, and unless the data subject requests that it be provided to him otherwise, the information shall be provided in an electronic format commonly used. The controller may receive for any other copy requested by the interested party a reasonable fee based on administrative costs.

## Details about your application:

Please detail below the context of your Access request, in order to identify the data that may be subject to processing by us:

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**Data Owner**

**Legal Representative / Guardian**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### **For internal use of MULTIPLE ACCOUNTING SERVICES CORP:**

Date and time of reception of the request: \_\_\_\_\_ Received by: \_\_\_\_\_

Application number: \_\_\_\_\_

Date and time of sending a response: \_\_\_\_\_ Sent by: \_\_\_\_\_