



Kunsill Lokali Ħal Tarxien

DATA SUBJECT ACCESS REQUEST FORM

Article 15 of the GDPR gives you the right to access your personal data held by Kunsill Lokali Ħal Tarxien, hereinafter referred to as the Council. The same article includes the right to obtain confirmation that the Council processes your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data the Council processes. The Council require that you submit this request in writing via postal mail to Data Protection Officer, Kunsill Lokali Ħal Tarxien, 73 Triq Santa Marija, Tarxien Malta TXN 1704 or electronically via email to dataprotection.tarxien@gov.mt or delivering by hand to the Council's office addressed to the Data Protection Officer at 73 Triq Santa Marija, Tarxien.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Make a complaint with the local data protection authority.

For more information on your rights under the data protection legislation, see the Council's Privacy Notice available at:

<https://localgovernment.gov.mt/en/lc/Tarxien/Pages/Publications/GDPR.aspx>

I. Requester Name (Data Subject) and Contact Information

The data subject's information should be kindly inserted in the space provided below. Anyone making this request on behalf of the data subject should provide their name and contact information in Section III.

The personal data being provided in this form will only be used for identification purposes of both the data subject and the personal data being requested to be accessed, and to answer this request.

First and last name:	
Any other names that you have been known by (including nicknames):	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
Please provide other unique identifiers or related information to help us locate your personal data (for example, national identification number or passport number):	

II. Proof of Data Subject's Identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: national identity card or passport or any photo identification such as a driver's license. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact the Council on 21666688 or tarxien.lc@gov.mt for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you.

For Office Use Only:

I confirm that I have seen the data subject's

- national identity card;
- passport; or
- photo identification such as a driver's license.

and confirmed his/her identity. Following this confirmation copies of the said document has been destroyed and/or returned to the data subject.

III. Requests Made on a Data Subject's Behalf

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

First and last name:	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
Please provide other unique identifiers or related information to help us identify you (for example, national identification number or passport number):	

We accept a photocopy or a scanned image of one of the following as proof of your identity: national identity card or passport or any photo identification such as a driver's license. If you do not have any of these forms of identification available, please contact the Council on 21666688 or tarxien.lc@gov.mt for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: national identity card or passport or any photo identification such as a driver's license. If the data subject has changed [his/her] name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written and notarized consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to verify your legal authority to act on the data subject's behalf.

For Office Use Only:

I confirm that I have seen

- the national identity card;
- the passport; or
- a photo identification such as a driver’s license.

Of the person making the request on behalf of the data subject who has also presented a

- a written consent signed by the data subject,
- a certified copy of a Power of Attorney, or
- evidence of parental responsibility.

as proof as proof of his/her legal authority to act on the data subject’s behalf.

I also confirm that I have seen the data subject’s

- national identity card;
- passport; or
- photo identification such as a driver’s license.

and confirmed his/her identity. Following this confirmation copies of the said document have been destroyed and/or returned to the data subject.

Name & Surname	Signature	Date
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IV. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

If the scope of your request is unclear or does not provide enough information for us to conduct a search (for example, if you request “all information about me”) we will contact you for additional information. We will begin processing your access request as soon as we have verified your identity and have all the information we need to locate your personal data.

Fill in information being requested in the space below by following the examples reproduced hereunder:

For example, you may specify that you are seeking:

- Employment records or personnel records.
- Medical records.
- E-mail or other electronic communications (specify the approximate dates and times).
- Photographs.
- Video footage, excluding CCTV footage for which the Council has a specific request form
- User activity logs.
- Transaction histories.
- Correspondence between [NAME] and [NAME] between [DATE] and [DATE].

In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on:

- The purposes of processing.
- Categories of personal data processed.
- Recipients or categories of recipients who receive personal data from us.
- How long we store the personal data, or the criteria we use to determine retention periods.
- Information on the personal data's source if we do not collect it directly from you.
- Whether we use automated decision-making, including profiling, the auto-decision logic used, and the consequences of this processing.
- Your right to:
 - request correction or erasure of your personal data;
 - restrict or object to certain types of processing with respect to your personal data; and
 - make a complaint with the local data protection authority.

If the information you request exposes personal data about a third party, we will either seek that individual's consent before answering to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable legislation may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your

personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

V. Signature and Acknowledgment

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) the Council must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until the Council receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, the Council may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

____ Hard copy.

____ Electronic copy.

Signature

Date

VI. Authorized Person Signature

I, _____, confirm that I am authorized to act on behalf of the data subject. I understand that the Council must confirm my identity and my legal authority to act on the data subject's behalf and may need to request additional verifying information.

Signature

Date