

# Request for access



**HUNGARIAN  
CONVENTION  
BUREAU**



## I. INFORMATION

Please be informed that in accordance with Article 15 of the GDPR Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council), you are entitled to **receive information** from our Company as a data controller **about whether or not** your personal data is being processed and to get access to the following information:

- the purposes of data management
- the categories of personal data concerned
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, including in particular the recipients in third countries or international organisations;
- where applicable, the intended period for which the personal data will be stored or, if that is not possible, the criteria for determining that period;
- Your right of the data subject to request from the data controller the rectification, erasure or restriction of management of personal data relating to you and to object to the management of such personal data;
- the right to lodge a complaint addressed to a supervisory authority;
- where the data were not collected from you, any available information on their source;

Please note that you may also request a copy of the personal data subject to the processing.



## II. VERIFICATION OF IDENTITY

Please contact the colleague indicated in our “Privacy Notice” to provide you with accurate information about the data and form you can identify yourself with us in respect of your request.

Depending on the **type of data** managed, you may need to verify your identity, because here too we follow the **principle of data saving!**

Please note that at the time of submitting **your application, you must prove your identity** to our Company **in an appropriate manner**. With this verification, **we ensure that your data is protected so that we do not give it to unauthorized persons or ask you for more information** than is necessary for unambiguous identification!

**Please note that until your identity is verified in an appropriate form, our Company will not be able to comply with your request.**

We inform you that the purpose of this data processing is to verify and check the identity necessary for the evaluation of the application, which is **processed until the end of the application process**.

## III. THE PROCEDURE FOR SUBMITTING THE APPLICATION

- **In writing, in the case of a request by post:** By completing this form and sending you information confirming your identity. It is important that you **send your letter as REGISTERED to the** postal address specified in our *Privacy Notice!*
- In the case of a **personal** request: Complete this form and having information and documents confirming your identity.
- In case of a request sent **by email**, please send this form printed, signed and scanned, as well as the information confirming your identity in a body of letters or as an attachment to the email address specified in our *Privacy Notice*.



## IV. REQUEST

We will provide information in accordance with your request within 30 days of receipt of the request, but no later than proof of identity, in the following possible ways: *(please tick the appropriate one)*

in writing, by post

by e-mail

personally

In order to provide you with the necessary information, please fill in the table below. The data marked with \* is **mandatory**.

Surname*:	
First name*:	
Identification data required for the procedure*:	
Postal address: (To fulfill the chosen mode of information!)	
E-mail address: (To fulfill the chosen mode of information!)	
Phone number: (Contact information, optional!)	

We inform you that on the basis of this request, we will provide the information about the personal data processed by us free of charge, and in case of further request we **will proceed in accordance with the provisions of our Privacy Policy!** The data provided by you in this application may only be known to the employees of our Company for the time and to the extent necessary for the performance of their duties.



## IV. STATEMENTS

I, the undersigned as an applicant, acknowledge that the Company as a data controller is obliged to verify my identity in order to comply with this application.

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Signature of the data subject

I, the undersigned, declare that the information provided by me is correct and that I am the person in respect of whom I am making this application.

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Signature of the data subject

I, the undersigned, as an applicant, ask the Company to inform me whether my personal data are being processed and request access to the information referred to in Article 15 (1) (a) -h) of the General Data Protection Regulation.

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Signature of the data subject

Date:



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