

## REQUEST FOR ACCESS TO PERSONAL DATA<sup>1</sup>

In accordance with Article 15 of the EU Regulation<sup>2</sup>, I hereby request access to all my personal data processed by **MKV GARAGE LTD**, Company Registration No. 14785895, with the registered office at Dept 1361 43 Owston Road, Carcroft, Doncaster, England, DN6 8DA, incorporated with the Registrar of Companies for England and Wales (hereinafter referred to only as the "**Company**").

### Personal data of the person making the request:<sup>3</sup>

Given name and surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email<sup>4</sup>: \_\_\_\_\_

Contact address: \_\_\_\_\_

### Please send me a notification of the outcome of my request and a copy of my personal data<sup>5</sup>:

- Electronically to my email
- In writing to my contact address

**Date:**

**Signature of the person making the request:**

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Access to personal data means the right of the data subject, based on his/her active request, to obtain information (confirmation) from the data controller as to whether or not his/her personal data are processed and, if they are processed, the data subject has the right to obtain such personal data and also has the right to obtain the following information:

- the purposes of the processing ,
- the categories of personal data concerned,
- the recipients or categories of recipients to whom or which the personal data have been or will be disclosed,
- the intended period for which the personal data will be stored,
- the existence of the right to request the data controller to rectify or delete the personal data, the right to object,
- the right to lodge a complaint with a supervisory authority,
- any and all available information about the source of the personal data, unless they are obtained from the data subject,
- the fact that automated decision-making, including profiling, takes place.

If the controller does not process any data about the natural person, information shall be provided that the personal data of the person making the request are not subject to processing of personal data by the controller.

<sup>2</sup>Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to only as the "EU Regulation").

<sup>3</sup>The provision of these data serves to identify the person making the request for the purpose of searching for the data processed by the controller and for the purpose of sending a reply. These data will not be processed for any purpose other than the ones stated above.

<sup>4</sup> Please provide only if you wish to be sent a notification of the outcome of your request by e-mail.

<sup>5</sup> Please mark the selected option with a cross.

## **INSTRUCTIONS:**

This request may be delivered **in particular:**

**in writing to: MKV GARAGE LTD**, with the registered office at Dept 1361 43 Owston Road, Carcroft, Doncaster, England, DN6 8DA

**personally in the registered office of the Company**

**electronically by email:** [mkvgarageltd@gmail.com](mailto:mkvgarageltd@gmail.com), signed with a guaranteed electronic signature of the person making the request

In accordance with Article 12(3) of the EU Regulation, the Company is obliged to inform you free of charge of the measures taken without undue delay and in any case within one month of receipt of the request. This period may be extended by a further two months if necessary and in view of the complexity and number of requests. The Company shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

Pursuant to Article 12(4) of the EU Regulation, if the Company does not comply with your request, it will inform you without delay (within one month at the latest) of the reasons for non-compliance and of the possibility to file a complaint with the supervisory authority (Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7) and to seek judicial protection.

In accordance with Article 12(5) of the EU Regulation, the Company is not obliged to grant your request in whole or in part if the request is manifestly unfounded or unreasonable, in particular because it keeps repeating. In such cases, the Company may:

- (i) charge a reasonable fee taking into account administrative costs; or
- (ii) refuse to grant the request.

In accordance with Article 12(6) of the EU Regulation, if the Company has doubts about the identity of the sender of the request, it may ask you to provide additional information necessary to confirm your identity.