



DATA SUBJECT'S ACCESS REQUEST FORM

In accordance with the personal data protection policy of the PCSW (Public Centre for Social Welfare) of Uccle, you can exercise your rights by sending a written, dated and signed request to our Data Protection Officer, by e-mail to dpo@cpasuccl.be or by post to PCSW of Uccle, Chaussée d'Alsemberg 860, 1180 Brussels, for the attention of the DPO.

The request must be sent with:

1. This completed form and
2. A copy of the front of your identity document ¹

Identity of the applicant:

Surname :

First name :

Address :

Postal code - City :

Landline or mobile number :

E-mail :

Subject of the request:

I want to exercise the following right(s):

- The right to access and view your personal data
- The right to rectify or complete your personal data
- The right to deletion ("right to be forgotten") of your personal data (in compliance with the legal obligations regarding retention)
- The right to restrict the processing of your personal data
- The right to withdraw your consent to the use of your personal data
- Other request:

Description of the request:

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¹ The purpose of this request is to provide sufficient guarantee that the request is made by the right person. If you are mandated by a third party, please attach a copy of your identity document to that of the person concerned and the mandate. This/these copy(ies) will be destroyed after the processing of the application. Without this/these copy(ies), the request will not be processed.

PCSW of UCCLE

850 Chaussée d'Alsemberg | B-1180 Uccle
 Tel +32 (0)2 370 75 11 | Fax +32 (0)2 332 04 86 | IBAN BE38 0000 0259 7172 BIC BPOTBEB1
www.cpasuccl.brussels | www.ocmwukkel.brussels | cpas.uccle@publilink.be

Address correspondence exclusively to the central administration or its President.

Preferred mode of response:

I would like the information to be provided to me

- electronically (by computer) to my e-mail address mentioned above.
- in writing to my postal address mentioned above.

The PCSW has a period of 30 days from receipt of the application to reply. For complex or numerous applications, this period may be extended to 2 months. If this is the case, you will be informed within one month of receiving the application.

We may not be able to respond to your questions or requests because of legal constraints or third-party rights. In this case, we will give reasons for our refusal.

If you believe that the PCSW has not protected and/or processed your personal data in accordance with the applicable regulations, you have the right to lodge a complaint with the Data Protection Authority.

Data Protection Authority (DPA)

Telephone: 02/274.48.00

E-mail: contact@apd-gba.be

Website: <https://www.autoriteprotectiondonnees.be>

The personal data collected via this form will be used to respond to your request within the strict framework of the legal obligations to which the PCSW is subject, and within the framework of the tasks entrusted to its Data Protection Officer (DPO).

The undersigned (Surname and first name) certifies that this application is sincere and complete.

Uccle, on (Date)

Signature

Internal note:

This form must be sent immediately to the controller, with a copy to the DPO.

Date of receipt of the application by the PCSW: on / /