REQUEST TO ACCESS THE PERSONAL DATA

1. Subject Identity

Name and surname		Phone	
Home address		E-mail	

2. Category of the Subject of personal data to which you belong:

(you can choose one of the following categories: employee in ALKALOID AD Skopje, applicant for employment, intern in ALKALOID AD Skopje, scholarship beneficiary, external collaborator under contract, subject to direct marketing, product user, shareholder, reporter of adverse drug reactions, visitor, etc.)

Category of Subject of personal data:
Your relationship with ALKALOID AD Skopje (in order to be able to respond to your request in a timely manner, please describe in more detail your relationship and contact persons in ALKALOID AD Skopje)

3. Description of the request to access the personal data

Pursuant to Article 19 of the LPDP[1], I request ALKALOID AD Skopje to inform me about the following   ((Please tick the appropriate boxes for which you request information)
☐ does ALKALOID AD Skopje process my personal data?
☐ what are the purposes of processing of my personal data?
☐ which categories of personal data does ALKALOID AD Skopje process for me?
☐ to which users or categories of users are my personal data disclosed?
☐ how long are my personal data stored?
☐ from which sources such data is collected?
☐ does ALKALOID AD Skopje make decisions based on automatic data processing, that have legal consequences for me?
☐ does ALKALOID AD Skopje transfer my personal data to a third country or international organization?

* I request to be provided with a copy of my personal data, in accordance with Article 19 paragraph (3) of the LPDP ☐

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[1] Law on Personal Data Protection (Official Gazette of RNM no. 42/2020)

Send the answer to this Request

- to my home address ☐
- to my e-mail address ☐

Signature _____ **Date** _____

Important notes:

- ALKALOID AD Skopje reserves the right to refuse the execution of your request if it is against the legal regulations
- ALKALOID AD Skopje has the right to confirm your identity and may contact you for additional information necessary to identify your personal data and use all reasonable measures to determine your identity
- ALKALOID AD Skopje will respond to your request as soon as possible and no later than one month from the day of receipt of the request. The deadline can be extended for another two months, for which you will be informed in a timely manner
- ALKALOID AD Skopje may charge a reasonable fee taking into account the scope, complexity, time of providing information or may refuse to act upon the request if the request is unfounded or excessive