



Request for access to personal data

Requestor

name :

initials(s) :

street and house no. :

postcode and town/city :

telephone number :

e-mail address :

Request

I hereby request on the basis of Article 15 of the General Data Protection Regulation (*Algemene verordening gegevensbescherming*), that you confirm whether you are processing my personal data and, if so, which personal data you are processing.

This request concerns the following data:

.....
.....

These data were used in the following instance(s) or by the following department(s) of the Municipality:

.....
.....

- Please attach a copy of a valid proof of identity and send this together with the fully completed request form. You can black out your Citizen Service Number (*Burgerservicenummer*). This copy will be kept for six weeks after your request is processed and will then be destroyed.
- You can securely send your request digitally by using **this link**: www.gemeentemaastricht.nl/veilig-emailen.
If you prefer to submit your request personally, you can hand this to the Municipal Service Desk, Mosae Forum 10 in Maastricht, marked for the attention of the Data Protection Officer (*Functionaris Gegevensbescherming*).
- You will receive a response to your request within one month.
Please provide us with your home address or e-mail address so that we can send you our response.
One of our employees may contact you by telephone about your request. Therefore, we kindly ask you to include your telephone number to enable us to provide you with better service.



Signature

town/city

date

signature

.....

SEND THIS REQUEST TO: Gemeente Maastricht
Attn. Data Protection Officer (*Functionaris Gegevensbescherming*)
Postbus 1992
6201 BZ Maastricht
The Netherlands

or via e-mail www.gemeentemaastricht.nl/veilig-emailen