**Subject Access Request Form**

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| **Your Subject Access Rights**  Subject to certain exceptions, you have a right to have access to and / or correct any personal information that Commondo holds about you (your ‘personal data’).  If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to Commondo.  The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to Commondo. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to us.  Commondo does not to charge for Subject Access Requests.  The term “data subject” refers to the person about whom the information is being requested |

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| **Section 1 – Details of the data subject** |

Please fill in your details. If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

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| **Title** | Mr.  Mrs.  Ms.  Miss  Other: |
| **Surname** | Click or tap here to enter text. |
| **First name(s)** | Click or tap here to enter text. |
| **Date of Birth** | 1.1.1980. |
| **Address** | Click or tap here to enter text. |
| **Phone Nr.** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

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| **Section 2 – Proof of Identity** |

In order to prove the data subject’s identity, we need to see copies of two pieces of identification listed below. Please indicate which ones you are supplying. Please do not send originals. In addition, if you are acting on the data subject’s behalf, we also need to see evidence of your identity. Please send us two pieces of identification listed below:

|  |  |
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| **Data subject identity** | Passport  ID card  Driving license  Other: Click or tap here to enter text. |
| **Requester subject identity** | Passport  ID card  Driving license  Other: Click or tap here to enter text. |

If you are the data subject, please go to Section 4

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| **Section 3 – Details of the person requesting the information** |

Please fill in your details (if different to Section 1).

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| **Title** | Mr.  Mrs.  Ms.  Miss  Other: | |
| **Surname** |  | |
| **First name(s)** |  | |
| **Relationship with data subject** | |  |
| **Address** |  | |
| **Phone Nr.** |  | |
| **Email:** |  | |

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| **Section 4 – Details of the data required** |

If you only want to know what information is held in specific records, please indicate in the list below. You can additional rows in the list. Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly.

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|  | <use + on the right to add additional rows> |

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| **Section 5 – Declaration** |

**Data subject declaration:** I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that GDi is obliged to confirm proof of identity / authority and it may be necessary to obtain further information in order to comply with this subject access request.

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| **Name** |  | | |
| **Date** |  | **Signature** |  |

**Authorized person – Declaration (if applicable)**: I confirm that I am legally authorized to act on behalf of the data subject. I understand that GDi is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Date** |  | **Signature** |  |

Please send your completed form and proof of identity to:  
  
Commondo d.o.o.  
Buzinski prilaz 10

HR-10000 Zagreb

OR email the completed scanned form in PDF format together with proof of identity to: [gdpr@xommondo.eu](mailto:gdpr@xommondo.eu)