

Subject Access Request form

When submitting a Subject Access Request under General Data Protection Regulation (GDPR) (EU) 2016/679 and L. 125(I)/2018, as amended from time to time, you are entitled as a data subject to obtain from the Company, confirmation as to whether or not we are processing personal data concerning you, to request details about the purposes, categories and disclosures of such data, as well as to withdraw your consent. KPMG has thirty (30) days to release your information. This period can be extended by additional (60) days depending on the complexity of the request. In such case the Data Protection Officer (DPO) will inform you providing also the reasons for the delay. This period begins once the DPO receives your request, along with valid proof of your identity.

The information you provide in this form will allow the DPO to identify where the information that you have requested may be located. Please provide as much detail as possible when submitting your request. The DPO may contact you for further clarification, if necessary.

You can use this form to request information about you and access any personal data we hold about you. Details on where to return the completed form can be found at the end of this document.

SUBJECT DETAILS:	
Name	
Address	
Telephone Number	
Email address	
Identification provided (i.e. ID card)	
Relationship with KPMG	

INFORMATION ABOUT YOUR REQUEST:
<i>Describe the information you are requesting in as much detail as possible.</i>

<p><i>Where possible, please provide details of specific individuals and/or department who have access to this information. This will enable us to access and release your information more promptly.</i></p>	
<p><i>If you are seeking information that is currently held by KPMG, please sign below to indicate that you are giving explicit consent for the Data Protection Officer to access your record.</i></p> <p>Signature _____ Date _____</p>	
<p>How would you like the information to be released to you? Please tick</p>	<p>Hard Copy (by registered post): <input type="checkbox"/></p> <p>Electronic copy – Encrypted pdf. (by email or USB stick): <input type="checkbox"/></p> <p>Collect in person: <input type="checkbox"/></p>

Please return this form either by email to DataProtection@kpmg.com.cy or at the following address:

FAO: Data Protection Officer

KPMG LTD

14, Esperidon

Nicosia

Cyprus

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