**To Controller**

State Agency of Medicines

 Registration number: 90001836181,

 Address: Jersikas Street 15, Riga, LV-1003.

E-mail: personas.dati@zva.gov.lv

**Data Subject’s**

,

*Name, surname, personal identity number of natural person*

*Contact information*

***Request for information***

Pursuant to Articles 12(3), 12(4) and 15 of the General Data Protection Regulation (hereinafter – GDPR), I request the provision of the following information within one month of the submission date of this request free of charge:

*(check the required boxes)*

[ ]  Did you process my personal data (*relevant personal data categories*)?

[ ]  How, when and where did you obtain my personal data?

[ ]  What is the legal basis and purpose of you obtaining and processing my personal data?**1**

[ ]  Time period for storage of my personal data in your personal data processing system *(if the time period cannot be determined, mention criteria for determination of the aforementioned time period)*?

[ ]  Did you transfer my personal data to any natural or legal persons, state or municipal institutions from    (day)       (month) 20   to    (day)       (month) 20   *(indicate a specific time period)*? **[[1]](#footnote-1)** If so, when was this done and which third party(-ies) was the data transferred to?

[ ]  Which of my personal data did you transfer to the third party(-ies)? **2**

[ ]  What is the legal basis and purpose of you transferring my personal data to the third party(‑ies)? **2**

[ ]  Is my personal data being transferred to a third country or an international organisation? If so, when was this done and what is the legal basis and purpose of this action?**[[2]](#footnote-2)**

[ ]  Please provide a copy of my personal data. **[[3]](#footnote-3)**

[ ]  If my personal data has been disclosed to a data processor, please provide the title or name and surname, legal address or declared address of the place of residence of the data processor.

[ ]  I have a different request *(that the data subject is entitled to request from the data controller pursuant to Articles 15 to 22 of the Regulation)*

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| --- | --- | --- |
|      ,       |  |       |
| Location, date | */Signature/* | Print signature |

\* The requisites “signature” and “date” may be left empty if the document is prepared in accordance with the legal acts regarding preparation of electronic documents.

1. 1  In accordance with Section 27(1) of the Personal Data Processing Law, a data subject does not have the right to receive the information specified in Article 15 of the Data Regulation if it is prohibited to disclose such information in accordance with the laws and regulations regarding national security, national protection, public safety and criminal law, as well as for the purpose of ensuring public financial interests in the areas of tax protection, prevention of money laundering and terrorism financing or of ensuring of supervision of financial market participants and functioning of guarantee systems thereof, application of regulation and macroeconomic analysis. [↑](#footnote-ref-1)
2. In accordance with Article 15(2) of the Regulation, where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer. [↑](#footnote-ref-2)
3. In accordance with Article 15(3) of the Regulation, the controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form. [↑](#footnote-ref-3)