



Data Subject Request Form

Data Subject's Information (i.e. whose data the request is about):

Name:	ID number:
Telephone number:	Date of Birth:

What best describes the Data Subject's relation to **Turnkey Insurance and Reinsurance Brokers Ltd.**

Customer	<input type="checkbox"/>	Past Employee	<input type="checkbox"/>
Associate	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Employee	<input type="checkbox"/>		<input type="checkbox"/>

Requestor's Information (In case you request Data for another Individual, please indicate your details):

Name:
Date of Birth:
ID/Passport number:

Please indicate with a tick (✓) the type of written form of authorization by the Data Subject you provide:

Signed Authorization by the Data Subject	<input type="checkbox"/>
Appointed Advocate	<input type="checkbox"/>

Please tick (✓) the type of document you present to **Turnkey Insurance and Reinsurance Brokers Ltd** with as a proof of identification of the requestor:

ID	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Driver's License	<input type="checkbox"/>

Signature of the Requestor

Date

.....

.....

Type of Request Form:

(Please mark with X the right to wish to exercise. If you require any additional information, please contact Data Protection Officer at info@tirb.eu)

<input type="checkbox"/>	Right to be informed (Information on the processing my personal data undergoes)
<input type="checkbox"/>	Right to access (Copy of what personal data you hold)
<input type="checkbox"/>	Right to rectification (Update/correct my personal data)
<input type="checkbox"/>	Request for erasure/Right to be forgotten (Deletion of my personal data)
<input type="checkbox"/>	Right to restrict processing (Restriction of processing of my personal data)
<input type="checkbox"/>	Right to portability (Transfer of my data to another organization)
<input type="checkbox"/>	Objection (Objection to data processing/ withdrawal of previously given consent)
<input type="checkbox"/>	Objection to automated decision (Objection to data processing that includes profiling and/or automated decisioning)

Please provide details of your request.

Please indicate with a tick (✓) the way you wish our Company to contact you with the development of your request

Via E-mail	
Via Telephone communication	
Via Post	

Signature

Date

.....

.....

Informative Notes:

The General Data Protection Regulation (EU) 2016/679 entitles the data subject to access the personal data processed by **Turnkey Insurance and Reinsurance Brokers Ltd**.

Turnkey Insurance and Reinsurance Brokers Ltd acting as the controller is obliged according to the legal framework to assess your request and to satisfy it, as far as possible, within one month from the date of receipt of your request. That period may be extended by a further 2 months where necessary, taking into account the complexity and number of requests received by the Company. In any case, you will be notified immediately of any developments in the course of your application. This form is used to exercise this right.

1. Data Subjects have the **right to be informed** about the collection and use of their personal data. This is a key transparency requirement under the GDPR. An individual can make a request to be informed in writing.
2. Data Subjects have the **right to access** their personal data. This is commonly referred to as subject access. Individuals can make a subject access request in writing.
3. Data Subjects have **the right to have inaccurate personal data rectified** or completed if it is incomplete. An individual can make a request for rectification in writing. In certain circumstances **Turnkey Insurance and Reinsurance Brokers Ltd** can refuse a request for rectification.
4. Data Subjects have the **right to have their Personal Data erased**. The right to erasure is also known as 'the right to be forgotten'. Individuals can make a request for erasure in writing. The right is not absolute and only applies in certain circumstances. This right is not the only way in which the GDPR places an obligation on you to consider whether to delete Personal Data. Personal Data might be necessary to be deleted as per the retention period defined in each process.
5. Data Subjects have the **right to request the restriction or suppression** of their Personal Data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, you are permitted to store the Personal Data, but not use it. An individual can make a request for restriction in writing.
6. Data Subjects have the **right to request data portability**. This allows the subject to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability. An individual can make a request for data portability in writing. The right only applies to information an individual has provided to **Turnkey Insurance and Reinsurance Brokers Ltd**.
7. Data Subjects have the **right to object** to the processing of their personal data in certain circumstances. Individuals have an absolute right to stop their data being used for direct marketing. In other cases where the right to object applies the Institute may still be able to continue processing if it can show that it has a compelling reason for doing so. An individual can make an objection in writing.
8. The data subject shall have the right not to be subject to a decision based solely on **automated processing, including profiling**, which produces legal effects concerning him or her or similarly significantly affects him or her. An individual can make a request in writing not to be subject to a decision based solely on automated processing, including profiling.