**SUBJECT ACCESS REQUEST**

This form is to be used by individuals who wish to find out what information, if any, AAA is holding or is processing that relates to them. **Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.** There is a guide to assist you in filling in this form.

**Why we need the data**

The information requested by AAA are needed for:

(a) verifying correctness about data subject’s identity and

(b) finding any data held by AAA at the date.

**What we do with the data**

The data you are providing will be processed by AAA only for the purposes described above and only for the duration of the process itself.

If, because of your request, you are providing us with additional Personal Data (for identification only), these will be deleted at the end of this request process.

**Section 1 – About Yourself**

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr, Mrs etc) |  | Date of Birth |  |
| Surname/Family Name |  | Sex (Male/Female) |  |
| First Names |  |
| Maiden/Former surnames |  |
| Telephone Number (Day) |  |
| Email address |  |
| Home Address |  |
| City |  |
| Post Code |  |

**Section 2: Are You the Data Subject?**

Please tick the appropriate box and read the instructions which follow it.

\_\_\_ YES: I am the data subject. I enclose evidence of my identity (see below).

\_\_\_ NO: I am acting on behalf of the data subject. I have enclosed the data subject’s power of attorney and proof of the data subject’s identity and my own identity.

If AAA is not satisfied regarding the evidence provided, AAA reserves the right to ask for further evidence(s) and, in any case, AAA reserves the right to refuse honoring your request in case of incomplete evidence of identity.

**Section 3 – Evidence of Identity**

|  |
| --- |
| To help establish your identity, please provide with your application details of the personal data you believe are held within AAA. Please, to be compliant with the GDPR, only provide information you believe are already available at AAA (for example, don’t sent copy of personal ID, bank details, or any other personal data which you do not expect to be held at AAA.)For example:Confirmation of name and address:- birth date/birth place, mother’s maiden name (if collected earlier), other similar data to identify yourself.Further Confirmation details:- further details to confirm your identity may be asked subsequently depending on sensitivity of information requested and the relevant risks incurred for you as the data subject if the information was shared with the wrong individual. (The more sensitive the data, the more effort to authenticate is expected). |
| **I am providing the following types of identification:** |
| **(a)** |  | **(b)** |  |

**Section 4 – Helping us to Find the Information**

Please use the space below to provide further details that may help to locate the information sought. For example specific documents or information that you are seeking; the likely location of the information; the name of the person in the AAA who may have created or had access to the information; and any relevant time periods.

|  |  |
| --- | --- |
| **Reason for the Request** | \_\_\_ Data Access(\*) |
| \_\_\_ Complaints |
| **Request Details** |  |
|  |
|  |

(\*) Data Access (GDPR - article 15) refers to the right to obtain confirmation as to whether data concerning the data subject are held/processed and details about data categories and the related process(es).

**Section 5 – What Information Are You Seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

|  |
| --- |
|  |
|  |
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|  |
|  |
|  |

**Section 6: Information about the collection and processing of data**

If you want information about any of the following, please tick the boxes:

\_\_\_ Why we are processing your personal data

\_\_\_ To whom your personal data are disclosed

\_\_\_ The source of your personal data

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information.

In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.

However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**Section 7 – Declaration**

**Declaration** (to be signed by the applicant)

Please note that any attempt to mislead may result in prosecution.

**The information that I have supplied in this application is correct, and I am the person to whom it relates.**

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

**Warning – attempting to obtain personal data to which you are not entitled may be an offence under the GDPR.**

**Documents which must accompany this application:**

* Evidence of your identity (see section 3)
* Evidence of the data subject’s identity (if different from above)
* Authorization from the data subject to act on their behalf (if applicable).

Please return the completed form to:

**Data Protection Officer**

**Advanced Accelerator Applications SA**
20 Rue Diesel
01630 Saint Genis Pouilly
France

Email: DPO@adacap.com

Telephone: 0033 450 993070

**Correcting Information**

If, after you have received the information you have requested, you believe that:

* the information is inaccurate or out of date; or
* we should no longer be holding that information; or
* we are using your information for a purpose of which you were unaware;
* we may have passed inaccurate information about you to someone else;

please notify immediately our Data Protection Officer.