**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel/Mob No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I am writing to make a subject access request in accordance with the General Data Protection Regulation (EU) 2016/679.*

Please specify the data you require, together with any other relevant details to help us identify the information requested.

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I confirm that the information given on this application form to the Foundation for Educational Services is true, and I understand that the Foundation for Educational Services may need more information to confirm my identity (such as an ID card/Passport/Driving Licence) and to provide the information that I am requesting.

**Signature: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date:  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Kindly return this completed form to Foundation for Educational Services’ Data Protection Officer as indicated below:*

**Postal Address:** Foundation for Educational Services, Level 1, Zentrum Business Centre, Mdina Road, Qormi, QRM9010

**E-mail address:** dataprotection.fes@gov.mt

Does the information requested include information relating to another person? If so, written consent and identification from the third party is required.

**Subject Access Policy**

The Foundation for Educational Services will provide information in response to any reasonable subject access request and will ensure data is kept in an accessible form to facilitate subject access.

The Foundation for Educational Services, at the request of the data subject, shall provide to the data subject without excessive delay and without expense, written information as to whether personal data concerning the data subject is processed, provided that any such application shall be made in writing and signed by the data subject.

If such data is processed, the Foundation for Educational Services shall provide the data subject with written information in a comprehensible form about:

(a) Actual information about the data subject which is processed;

(b) Where this information has been collected;

(c) The purpose of the processing;

(d) To which recipients or categories of recipients the information is disclosed.

*(Insert relevant Ministry / Department / Public Entity)* collects and processes information to carry out its functions under the *(insert relevant legislation)*.  All data is collected and processed in accordance to the Data Protection Act 2018, CAP 586 (Laws of Malta) and the General Data Protection Regulation (EU) 2016/679. For further information in this regard please see our Data Protection Policy *(insert link)* and our Retention Policy *(insert link).*