**REQUEST FOR ACCESS TO PERSONAL DATA [Subject Access Request – SAR]**

Pursuant to Article 19 of the Law on Personal Data Protection (*Official Gazette of the Republic of North Macedonia* Nos 42/20, 294/21 and 101/25), the Agency for Audio and Audiovisual Media Services enables data subjects to freely exercise their right to access their personal data.

The Agency for Audio and Audiovisual Media Services shall take all the necessary steps to respond to the data subject’s request within 30 days of receiving the Request, or from the receipt of further information in case the initially submitted Request has been unclear or incomplete.

1. **Information about the Request Submitter**

|  |  |
| --- | --- |
| Full name |  |
| Data subject’s category (employee, external associate, job applicant, participant in activities) |  |
| Address |  |
| Contact phone number |  |
| e-mail address |  |

**2. Information to which the data subject requests access**

Please indicate by circling which information you are requesting access to:

* the categories of personal data the Agency for Audio and Audiovisual Media Services processes about me
* the purposes of processing my personal data
* the recipients to whom my personal data have been or will be disclosed
* the intended retention period for my personal data
* the source from which my personal data are collected
* the existence of an automated decision-making and profiling process
* the transfer of personal data to a third country or an international organization

**3. Which personal data are you requesting access to?**

Please specify the personal data you wish to access. Provide all relevant details that will help us identify the personal data you seek access to (contract number, date and method of the consent given, an active link if the data are publicly available, etc.)

The Agency for Audio and Audiovisual Media Services is obliged to provide you with a copy of the personal data being processed. For any additional copies you request, the Agency reserves the right to decide whether to charge a fee. If a fee is charged, its amount shall depend on the volume, complexity, and time required to prepare the copies. If your Request is submitted electronically, the information will be provided in a format commonly used for requests sent electronically.

**4. ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have read and understood the information contained in this Request and that the information I have provided are accurate. I understand that the Agency for Audio and Audiovisual Media Services may request verification of my identity and/or the identity of the personal data subject, as well as additional information to help identify the personal data I am requesting access to.

**Signature**                                                             **Date**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents attached to the Request:**

* Proof of identity of the personal data subject (when the submitter of the Request is an authorized representative)
* Authorization by the personal data subject
* Justification of the Request (detailed explanation in accordance with Point 3)