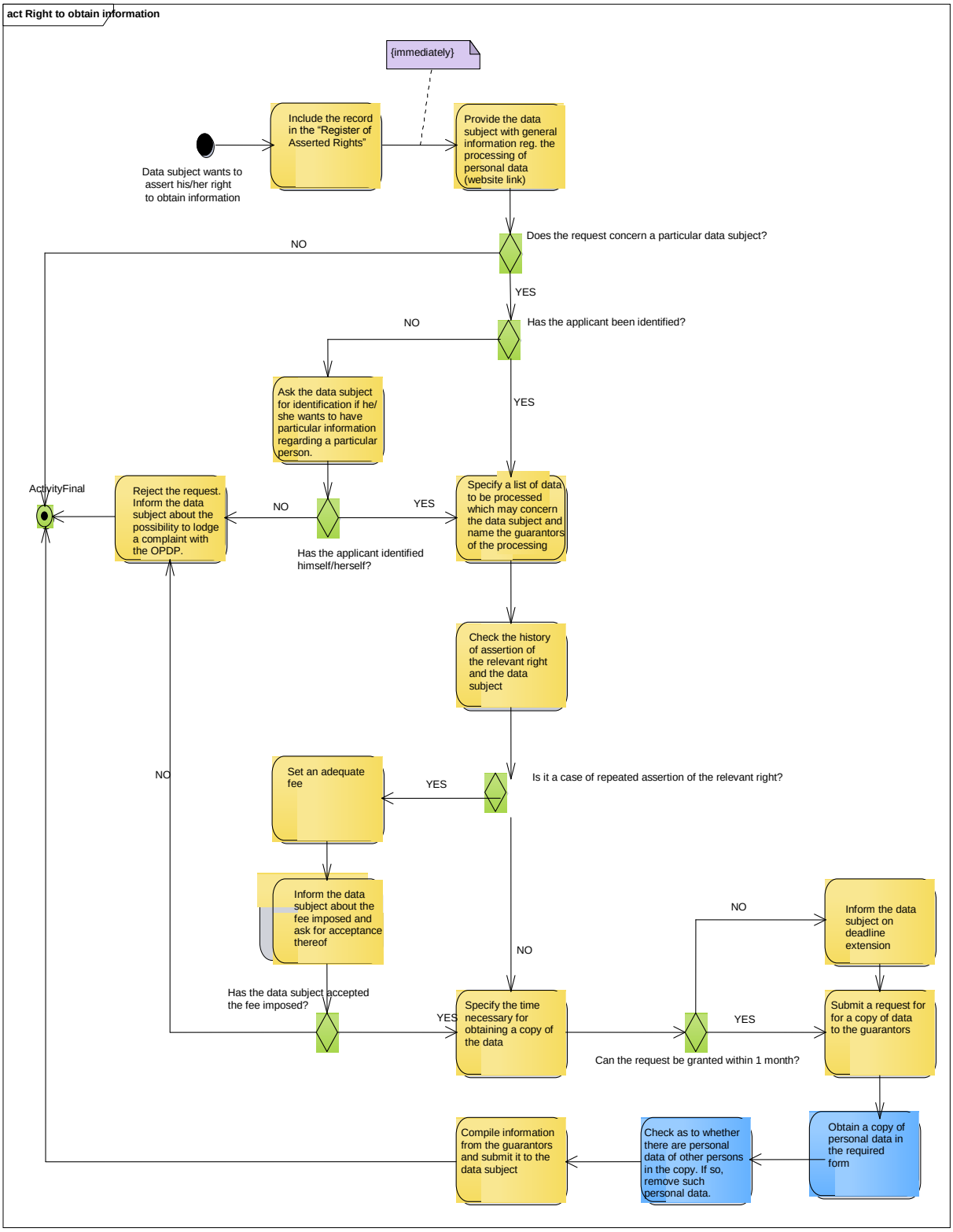
Appendix 4


act Right to obtain information
{immediately}
Data subject wants to assert his/her right to obtain information
Include the record in the "Register of Asserted Rights"
Provide the data subject with general information reg. the processing of personal data (website link)
Does the request concern a particular data subject?
NO
YES
Has the applicant been identified?
NO
YES
Ask the data subject for identification if he/she wants to have particular information regarding a particular person.
ActivityFinal
Reject the request. Inform the data subject about the possibility to lodge a complaint with the OPDP.
NO
YES
Has the applicant identified himself/herself?
Specify a list of data to be processed which may concern the data subject and name the guarantors of the processing
Check the history of assertion of the relevant right and the data subject
NO
Set an adequate fee
YES
Is it a case of repeated assertion of the relevant right?
Inform the data subject about the fee imposed and ask for acceptance thereof
NO
Has the data subject accepted the fee imposed?
YES
Specify the time necessary for obtaining a copy of the data
NO
Inform the data subject on deadline extension
YES
Can the request be granted within 1 month?
Submit a request for for a copy of data to the guarantors
Obtain a copy of personal data in the required form
Check as to whether there are personal data of other persons in the copy. If so, remove such personal data.
Compile information from the guarantors and submit it to the data subject