



WHAT INFORMATION SHOULD YOU RECEIVE WHEN EXERCISING YOUR RIGHT OF ACCESS?

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Are your personal data being processed?

You have the right to know whether an organisation processes your personal data.

- ▶ **Example:** You can ask a hospital to confirm whether it stores your medical records.

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What personal data does the organisation have about you?

You have the right to receive a copy of the personal data that an organisation holds about you.

- ▶ **Example:** If you request a copy of your personal data from a municipality, it may provide information such as:
 - your name and surname;
 - your home address;
 - requests you have submitted;
 - information about social benefits;
 - and other related data.

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How are your data used?

The organisation must explain why your personal data are being processed.

- ▶ **Example:** Your personal data may be processed for:
 - providing services;
 - performing a contract;
 - complying with legal obligations.

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Who receives your data?

You have the right to know who receives your personal data.

- ▶ **Example:** Personal data may be shared with:
 - public authorities;
 - IT service providers;
 - payment service providers.

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How long are your data stored?

The organisation must explain how long your personal data will be retained.

▶ **Example:**

- an employment contract may be kept for 50 years after termination;
- a service contract may be kept for 10 years after its completion.

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Where did the organisation obtain your data?

If your personal data were not collected directly from you, you have the right to know their source.

▶ **Example:** A tax authority may have obtained information from:

- the Centre of Registers;
- your employer.

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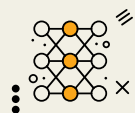


What are your rights?

As a data subject, you may have the right to:

- correct inaccurate data;
- request the erasure of your data;
- restrict the processing of your data;
- object to the processing of your data;
- exercise other rights provided by law.

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Automated decisions

If automated decision-making is used, you have the right to be informed about it.

▶ **Example:** Automated credit scoring or insurance risk assessment.

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Are your data transferred to another country?

You have the right to know whether your personal data are transferred outside the European Union.

▶ **Example:** Your personal data may be stored on cloud servers located outside the European Union.

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Where can you find more information?

More detailed information about the right of access can be found in:

- [the European Data Protection Board Guidelines 01/2022;](#)
- [the FAQs published by the State Data Protection Inspectorate.](#)