

DATA SUBJECT RIGHTS FORM

A. Applicant Details

Full name:

Identity card number:

Telephone:

Email:

Postal address:

Consumer/Application number (if applicable and known):

Capacity (please tick ✓):

☐ Municipal resident / Consumer / Person liable for fees

☐ Owner / Consultant / Permit applicant

☐ Tenderer / Supplier / External collaborator

☐ Office or website visitor

☐ Other third party (please specify):

Preferred method of response: ☐ Email ☐ By post ☐ Collection in person

B. Representative Details (to be completed only if the request is submitted through a representative)

Representative's full name:

Identity card number:

☐ Written authorisation from the Data Subject is attached.

C. Rights Being Exercised

I wish to exercise the following rights under the General Data Protection Regulation (please tick ✓ accordingly):

✓	RIGHTS BEING EXERCISED	COMMENTS / REASON (optional, except for the Right to Object)
☐	Right of access to my personal data	
☐	Right to Rectification of my personal data	
☐	Right to Erasure of my personal data	
☐	Right to Restriction of Processing of my personal data	
☐	Right to Data Portability of my personal data	

☐	Right to Object to the processing of my personal data (please state the grounds relating to your particular situation)	
☐	Right to Withdraw Consent	
☐	Right to Lodge a Complaint with the DPO	

D. Description of Request

If you wish, please describe the specific data, documents or time period to which your request relates. This will help us respond more quickly and accurately. If your request concerns CCTV footage or recorded phone calls, please specify the date, time, and location, or the number of the call.

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I declare that the information provided above is true and that the request concerns personal data relating to me or to the person whom I lawfully represent.

Signature:

Date:

FOR OFFICIAL USE

Date received: Receiving officer:

Forwarded to the DPO on:

Deadline for response (1 month from receipt):

Notice: The information you provide in this form is collected by the Organisation, as the data controller, solely for the purpose of processing and documenting your request, in accordance with Articles 12 to 22 of the GDPR. Access to this information is limited to the DPO and authorised persons handling the request. For further information, please refer to the Organisation's Data Protection and Privacy Policy.