

To:

[Name of the organisation]

[Address or P.O. Box]

[Postcode and town/city]

[date]

Subject: request for access to personal data Wjsg

Dear employee of [name of the organisation],

There is a possibility that your organisation processes personal data about me. In concrete terms, I would like to know if you process my personal data.

Do you process my personal data? Then I would like to learn:

- What data it concerns.
- What the purpose of the use is.
- To whom you have provided the data, if applicable.
- Which appropriate safeguards for transfer you have implemented if you have passed on these data to another country or to an international organisation.
- How long the data are likely to be stored.
- What the origin of the data is, if this is known.
- Whether automated decision-making, including profiling, is used. In that case, I would like to know the logic underlying such processing. What is your interest, and what are the expected consequences of this automated decision-making for me?
- [*if you want this as a requester*] Whether and if so, how, I can access these personal data.

I rely on my right of access from the Dutch Judicial Data and Criminal Records Act (Wjsg) for this request.

What do I ask of you?

I

would like to receive a reply to the above-mentioned questions within 6 weeks.

Do you not use my personal data? Then I would like to receive a written confirmation of this.

With kind regards,

[name]

[address]

[postcode and town/city]