

DATA SUBJECT ACCESS REQUEST FORM Cyprus Cancer Research Institute (C.C.R.I.)

Under Cyprus Law (N125(1)/2018) all living individuals to whom identifiable personal data relates to (called data subjects) have several rights relating to their personal data that the CCRI holds. Exercising their rights can be done through the current Data Subject Access Request form.

1. Data Subject's Information

Please provide the information about whose data the request is about (i.e. who is the Data Subject):

Name:
National ID/Passport number:
Date of Birth:

Tick (✓) what best describes the Data Subject's relationship with CCRI:

Employee (current or past)		Supplier or contractor	
Student (current or past)		Volunteer	
Collaborator		Visitor	
Persons indicated as next of kin		Candidate for recruitment	
Research participant		Member of the public	
Other (please specify):			

2. Requestor's Information

ONLY COMPLETE THIS SECTION IF THE REQUEST IS BEING MADE BY AN INDIVIDUAL OTHER THAN THE DATA SUBJECT.

These details are required in order for CCRI to process the request:

Name:
National ID/Passport number:
Date of Birth:

Tick (✓) the premise under which you are making this request (please provide evidence):

Parental responsibility	
Legal representative	
Written authorisation by the Data Subject	

3. Contact details

Where responses to this request should be directed to:

Name:	Email:
Address:	Phone:

4. Reasons for making the request

Tick (✓) the right you wish to exercise by submitting this request. For a more detailed explanation about your relevant rights please refer to the CCRI Privacy Policy as found in on our website www.ccri.org.cy

Please note that certain rights are not absolute, for example if personal data is being processed/stored for scientific and/or statistical purposes the right to object is more limited. Any limitations will be explained to you in the response to your request.

Right to be informed (knowing how, why and what a Data Subject's personal data is collected and used for)	
Right to access (obtaining a copy of a Data Subject's personal data)	
Right to rectification (correcting a Data Subject's personal data)	
Right to be forgotten (deleting a Data Subject's personal data)	
Right to restrict processing (limit use but allow storage of a Data Subject's personal data)	
Right to portability (transferring and reusing a Data Subject's personal data across other services)	
Right to object (stop processing/ withdrawing consent relating to a Data Subject's personal data)	

Provide further details about your request. For example if you require specific documents/files, let us know which departments may hold these and include any relevant dates or if you would like to let us know the reasons for making this request please include them here.

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5. Identification evidence

Tick (✓) to indicate which proof of identity you will supply:

National ID card	
Passport	

6. Declaration

- I certify that the information given in this request to the CCRI is true.
- I agree that the personal information I provided herein is necessary for the CCRI to confirm my identity and it may be necessary to obtain more information.
- I willingly supply along with this form a photocopy or scan of my National ID card or Passport as a form of photographic evidence of my identity,

Signature:

Date:

7. Submitting your request

Send your completed form and related evidence of identity:

A) By post to:

Cyprus Cancer Research Institute (CCRI)
1 University Avenue, 2109, Aglangia, Nicosia, Cyprus
For the attention of the Data Protection Officer

B) By emailing the Data Protection Officer:

E-mail: dpo@ccri.org.cy