



REQUEST FOR ACCESS TO OWN PERSONAL DATA (ARTICLE 15 OF GDPR)

Before submitting the request, please read the information on the processing of personal data carried out by AJPES, and the answers to the most frequently asked questions: https://www.ajpes.si/O_AJPES/Varstvo_osebnih_podatkov/Pogosta_vprasanja.

The undersigned:

(name and surname):

(address of residence: street and house number, post town and postcode):

.....

(tax ID number or personal ID number):.....

(other contact details - optional; if you want to receive the data by e-mail, the e-mail address must be entered):

.....

hereby requests under Article 15 of the General Data Protection Regulation (GDPR), access to personal data relating to me (own personal data).

I ask you to (mark with X):

- confirm** whether AJPES processes personal data relating to me;
- allow me access** to personal data managed by AJPES and relating to me (*indicate below only those collections from which you wish to receive data relating to you*):
- **in the following (partly) public official records:**
 - Slovenian Business Register (PRS);
 - Register of Non-Possessory Liens and Seized Movable Property (RZPP);
 - Register of natural persons engaged in electricity generation (REZ);
 - List of individuals engaged in personal supplementary work (SODD);
 - Register of beneficial owners (RDL);
 - Information system for the transmission and analysis of salary data, other payments, and the number of employees in the public sector (ISPAP);
 - Register of voluntary organisations and organisations with voluntary program (VPO);
- **in the following non-public official records:**
 - Records of perpetrators of offences committed by failing to submit annual reports, other reports, and data, in accordance with the acts governing the obligation to submit them;
 - eTourism system for the transmission of data on guests and overnight stays (*explanatory note: AJPES stores the collected data in the databases for 32 days after the date of deregistration of an individual guest, then deletes it; data on guests is also kept in the guest books of accommodation providers or hosts who submit data from their guest books to the eTourism system*);
 - Records of authorised digital certificates (for e-signatures);

- Transaction account register (RTR);

- ***in the following AJPES internal records:***

- Personnel records;
- Records of subscribers to AJPES e-notifications and information;
- Records of registered users of the AJPES web portal;
- Records of users of the e-Authorisation system;
- Records of entries and exits.

I want to receive the information (mark with X):

- in electronic form (*we will send the information to the aforementioned e-mail address*);
- on paper (*we will send the information to the aforementioned address of residence*).

In _____, on _____.

Signature: _____

EXPLANATORY NOTE:

Sign the request form by hand or with a qualified digital certificate (SIGEN-CA) via the SI-PASS system and forward the signed form to e-mail: gdpr@ajpes.si

If necessary, we will ask you for additional identification or to provide additional information or evidence so that we can process your request. AJPES will decide on your request within one month of receipt of the request. Exceptionally (in case of a very complex request), AJPES will extend this period for the decision by a maximum of 2 months, of which AJPES will inform you within one month. A complaint may be lodged against the decision of AJPES on the request, which shall be decided by the Information Commissioner of the Republic of Slovenia. For more information regarding the submission of the request, you can contact the person authorised by AJPES for personal data protection (Info hiša d.o.o.) at the e-mail address: dpo@info-hisa.si.

The data on this form will be used exclusively for the purpose of carrying out the task you have entrusted us with, and will be kept as evidence for 5 years after the successful completion of the request.