



Data Subject Request

Requests may be received via multiple communication channels. Acceptable request channels are documented in accordance with the request type, such as access, rectification or portability. All requests received, regardless of their communication channel type will be routed to the Data Protection Team for logging and validation.

Employee responsibility:

Your responsibility as the receiver of such a request is to provide the DPOs with all relevant information, enabling them to handle the data subject request appropriately in a timely manner.

Request handler information:

Request was received by (employee information):

First name:

Last name:

Contact e-mail address:

Mobile/phone:

Department:

Entity:

Used communication channels:

Date of receipt:

Applicant (data subject) information:

Please state the full legal name of the data subject, even if the request was sent on behalf of someone else.

If the applicant is representing someone else, you must provide the information on the data subject itself first.

First name:

Last name:

Contact e-mail address:



Acting on behalf of someone else:

If the Subject Request was submitted on behalf of the data subject, please specify the relationship of the applicant to the data subject. In accordance with relevant legal provisions we may ask for documentation confirming that the applicant is authorized to represent this person (data subject).

- A family member
- A friend
- A client
- Other

Identity verification

Have you verified the data subjects' identity?

- Yes
- No

Verification method used

How did you verify the data subjects' identity?

(This is necessary in order to prevent incorrect or unjustified deletion of personal data).

Did the data subject or the applicant acting on behalf of the data subject provide any documentation (e. g. Passport, ID)?

- Yes
- No

If so, please attach the document

Applicant information:

The data subject is:

- An employee
- A customer
- A service provider / vendor
- Other

Type of request:

- Data Access Request
- Request of erasure ('forgotten')
- Request of restriction of processing
- Request to withdraw a consent
- Request for data portability
- Request for the rectification of inaccurate personal data
- Objection to processing
- Request regarding automated processing
- Claim of compensation for damages
- Unknown / other



On behalf of the entire data protection team, we would like to thank you for completing the form. If any further information is required, you will be contacted.

Data Protection Officer

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