



Subject Access Request Form (GDPR)

Name _____ Surname _____

Address _____

Town _____ ID No. _____

Tel/Mob No. _____ E-mail _____

I am writing to make a subject access request in accordance with the General Data Protection Regulation (EU) 2016/679.

Please specify the data you require, together with any other relevant details to help us identify the information requested.

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I confirm that the information given on this application form to the Directorate for Educational Services, Ministry for Education is true, and I understand that the Directorate for Educational Services, Ministry for Education may need more information to confirm my identity (such as an ID card/Passport/Driving Licence) and to provide the information that I am requesting.

Signature: _____

Kindly return this completed form to the Ministry for Education's Data Protection Officer as indicated below:

E-mail address: dpo.mfed@gov.mt

or

Postal Address:

Data Protection Officer
Ministry for Education
Office of the Permanent Secretary
Great Siege Road
Floriana VLT 2000

Does the information requested include information relating to another person? If so, written consent and identification from the third party is required.

Subject Access Policy

The Directorate for Educational Services, Ministry for Education will provide information in response to any reasonable subject access request and will ensure data is kept in an accessible form to facilitate subject access.