Central Statistical Bureau of Latvia (CSB)

You can address the CSB to exercise the rights arising from the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter the GDPR). The CSB provides the data subject with the information about the personal data thereof available to the CSB and gives information about the processing of personal data in accordance with the procedure established by laws and regulations (unless the provision of such information requires disproportionate use of CSB resources) as well as Section 29 of the Personal Data Processing Law.

This form should be used to request your personal data retained by the CSB pursuant to the GDPR.

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DD.MM.YYYY

**Data subject request form**

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| **I. INFORMATION ABOUT THE DATA CONTROLLER** | |
| **Name, registration No, address** | Central Statistical Bureau of Latvia, 90000069830,  Lāčplēša 1, Riga, LV-1301 |
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| **II. INFORMATION ABOUT THE DATA SUBJECT** | |
| **First name, surname** |  |
| Personal identity number *(or date of birth if person does not have personal identity number)* |  |
| **Contact details** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Additional information to help identify you** | *CSB uses a personal identification document to identify the data subject in person or secure electronic signature for electronic identification of the data subject.* |
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| **III. INFORMATION ABOUT THE REPRESENTATIVE (IF REQUEST IS SUBMITTED BY OTHER PERSON ON BEHALF OF THE DATA SUBJECT)** | |
| **First name, surname** |  |
| **Personal identity number** *(or date of birth if person does not have personal identity number)* |  |
| **Contact details** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Legal basis for representing the data subject** *(e.g., parent, authorised person, guardian, etc.)* |  |
| **Please, describe the document confirming your right to represent the data subject and attach the copy or original thereof to this request** |  |
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| **IV. PREFERRED METHOD OF REPLY** | |
| ☐ **In person** | At the CSB office (Riga, Lāčplēša 1) |
| ☐ **By e-mail** |  |
| ☐ **By post** |  |
| ***I am aware that the data controller will evaluate the above communication channels and may choose different channels based on the sensitivity and volume of the information to be provided (in which case the choice will be communicated separately).*** | |
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| **V. CORE OF DATA SUBJECT REQUEST:** | |
| ☐ **I WANT TO ACCESS MY PERSONAL DATA OR OBTAIN INFORMATION ABOUT MYSELF** | |
| **Please, indicate the personal data you want to access** |  |
| **Please, indicate your status in the processing of your personal data in the CSB** *(e.g., employee, applicant, customer, customer's representative, visitor, etc.)* |  |
| **If you wish to access personal data contained in photo or video recordings, please provide additional information allowing to identify you** *(e.g., attach a photo, describe your appearance or clothing in a specific location, etc.)* |  |
| **If you wish to access personal data in video recordings, please, specify the date and approximate time when you could have been captured by the video surveillance** |  |
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| ☐ **I WANT TO RECEIVE INFORMATION ON THE PROCESSING OF MY PERSONAL DATA** | |
| **Please, indicate the personal data you would like to receive information on** |  |
| **Please, tick the information you are interested in** | * Data processing purposes * Categories of personal data processed * Recipients of personal data or categories thereof to whom personal data have been or are intended to be disclosed * Personal data retention period or the criteria for determining the period * Information regarding the possibilities for exercising the rights of the data subject, including the right to data correction, deletion, restriction of data processing and the right to object * Information on the right to lodge a complaint with the supervisory authority * Information on the sources the personal data are collected from * Information on automated decision-making (if any), the logic contained therein and consequences expected |
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| ☐ **I WANT TO CORRECT MY PERSONAL DATA** | |
| **Please, indicate the personal data you would like to correct** |  |
| **Please, provide the reason for correcting your personal data** |  |
| **Please, indicate the personal data as they would be after the corrections** |  |
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| ☐ **I WANT TO DELETE MY PERSONAL DATA** | |
| **Please, indicate the personal data you would like to delete** |  |
| **Please, provide the reason for deleting your personal data** |  |
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| ☐ **I WANT TO RESTRICT PROCESSING OF MY PERSONAL DATA** | |
| **Please, specify the personal data you want to restrict processing** |  |
| **Please, provide the reason for restricting processing of your personal data** | * Processing is unlawful, however I don't want the data to be deleted, but I want to restrict the processing thereof for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Restrict the processing until \_\_\_\_ \_\_\_\_\_\_\_\_\_\_ 20\_\_. |
| * The data controller might no longer need the data, but I might need it in the future for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Restrict the processing until \_\_\_\_ \_\_\_\_\_\_\_\_\_\_ 20\_\_. |
| *We further inform you that data processing will be automatically restricted in the following cases:*   * *if the accuracy of personal data is contested (for the duration of the accuracy check);* * *if you have objected to the importance of the legitimate interests of the data controller as well as primacy thereof over your legitimate interests (for as long as the data controller examines the arguments and reassesses the balance of interests).* | |
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| ☐ **I WANT TO EXERCISE THE RIGHT TO PORTABILITY OF PERSONAL DATA** | |
| **Please, specify the way you want to receive the information subject to portability** *(e.g., on your information medium (CD, USB), by email)* |  |
| **If you want the data to be transferred to another data controller directly, please, provide the recipient details** *(name, registration No, legal address, e-mail address to which the information shall be sent)* |  |
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| ***I am aware that in compliance with the GDPR the right to the portability of personal data applies only to personal data relating to the data subject, the data processed by automated means, moreover the processing is based on the consent of the data subject and/or performance of an agreement concluded with the data subject.*** | |
| ***I am aware that the data controller will evaluate the above communication channels and may choose different channels based on the sensitivity and volume of the information to be provided (in which case the choice will be communicated separately).*** | |
| ***We are asking to look at the information available on the data controller's self-service portals at first as well as the possibilities for obtaining and storing it in electronic format.*** | |
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| ☐ **I WANT TO OBJECT TO PROCESSING OF MY PERSONAL DATA** | |
| **Please, specify the personal data you object processing** |  |
| **Please, indicate the core of the objection** | * I object to the significance of the lawful interests of the data controller (public interest, processing of data necessary for the performance of the tasks of the State administration) and superiority thereof over my legitimate interests, because   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * I object to using my e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for commercial communication |
| * I object to using my phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for commercial communication |
| * I object to using my data for profiling in direct marketing |
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| ☐ **I WANT TO PRHIBIT USING MY DATA IN AUTOMATED INDIVIDUAL DECISION-MAKING OR REQUEST TO REVIEW AN AUTOMATED INDIVIDUAL DECISION-MAKING** | |
| **Please, specify the automated personal data processing you do not want your data to be used in:** |  |
| *I am aware that under the GDPR the right of prohibiting does not apply to data processing which:*   * *imposes legal consequences on me;* * *is necessary for the performance of an agreement concluded between me and the data controller (in this case a manual review of the decision may be requested);* * *is authorising or obliging the data controller by the laws and regulations;* * *is based on the data subject request (in this case a manual review of the decision may be requested).* | |
| **Please, specify the automated decisions you want to review** |  |
| **Please, provide further reasons for automated decision to be inaccurate in your opinion** |  |
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| **VI. SIGNATURES** | |
| **Date** |  |
| **Signature** |  |
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| **VII. DATA CONTROLLER'S INFORMATION ON THE REQUEST PROGRESS (for internal use)** | |
| **First name, surname, position of the responsible employee of the data controller** |  |
| **Description of the activities performed** |  |
| **Response given on** |  |
| **Resolution status** |  |
| **Signature\*** |  |

**\*** **Do not sign if an electronic document complying with the laws and regulations regarding drawing up of electronic documents was created.**