Subject: Request for Information on the

 Handling of Personal Data

Dear Trinspire Ltd. – Masterfield Training Center (Data Controller),

Exercising my right under Section 15(1) of Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter referred to as Infotv.), I hereby request information about the handling of my personal data.

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| --- | --- |
| Name:  |       |

*Additional data required for identification:*

|  |  |
| --- | --- |
| E-mail address:  |       |
| Phone number:  |       |
| Year of birth:  |       |

Under Section 15(1) of Infotv., I kindly request information regarding the following aspects of my personal data handled by Trinspire IT Services and Consulting Ltd.: source of the data / purpose of the data processing / legal basis for the data processing / duration of the data processing / name and address of the data processor and their activities related to data processing / legal basis and recipients of any data transfers / circumstances, effects, and measures taken to address any potential data protection incidents. (Please underline the relevant item(s)).

Additionally, I have the following specific question:

Please send the requested information to the following address/email:

Please note that under Section 15(4) of Infotv., the data controller is required to provide the requested information in an intelligible form, in writing, within the shortest possible time, but no later than 30 days from the submission of the request. Section 15(5) of Infotv. states that "the information is free of charge if the requester has not yet submitted a request for information on the same data set to the data controller in the current year."

Section 16(1) of Infotv. stipulates that the data controller can only refuse to provide information in cases specified in Sections 9(1) and 19. In case of refusal, Section 16(2) of Infotv. requires the data controller to inform me in writing of the legal basis for the refusal.

If the statutory obligation to provide information is not met, under Section 52(1) of Infotv., anyone can initiate an investigation with the National Authority for Data Protection and Freedom of Information on the grounds that a violation of personal data handling has occurred or there is a direct threat of such a violation.

Thank you for your cooperation!

Date:

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Signature