

**ODM Collections Tirana,  
Kavaja Street, No.3, ap.14  
registered number: \_\_\_\_\_**

**REQUEST<sup>1</sup>  
for exercise of the rights arising from data processing**

In accordance with the article 21 of the Data Protection Law (No. 9887, dated 10.3.2008)

I submit the request for exercise of the following right/rights arising from data processing:

Y Information on personal data processing:

\_\_\_\_\_  
\_\_\_\_\_2;

Y Access to personal data;

Y Copy of the personal data provided:

- By mail to \_\_\_\_\_,
- By email to \_\_\_\_\_,
- In other way \_\_\_\_\_;

Y Correction of personal data

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_3;

Y Supplementing personal data

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_4;

Y Deletion of personal data

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_5;

Y Restriction of personal data processing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_6

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<sup>1</sup> ODM Collections acts on requests for the exercise of the rights of persons whose personal data are processed provided that ODM Collections processes such data as a Data Controller. If ODM Collections processes your personal data as a Data Processor for another person as Data Controller, ODM Collections will immediately forward your request to the Data Controller.

<sup>2</sup> For efficiency and accuracy reasons, please specify what information regarding the data processing you would like to receive. If you do not specify the information on data processing you would like to receive, you will be provided with the information regulated by the Data Protection Law.

<sup>3</sup> Please enter information on the correction you would like to be made.

<sup>4</sup> Please provide information on the supplement you would like to be made.

<sup>5</sup> Please provide a reason for requesting the deletion of your personal data.<sup>6</sup> Please provide a reason for requesting the restriction of personal data processing.

Data Portability in written/electronic/other form: \_\_\_\_\_ as follows

- Transmission of data to the applicant as the data subject - the data should be submitted at the address/to the e-mail address: \_\_\_\_\_,
- Transfer of data to another Data Controller - data must be submitted \_\_\_\_\_, at the address/to the e-mail address: \_\_\_\_\_<sup>8</sup>.

This request applies to the following personal data:

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(enter as precise as possible description regarding the processing of the personal data related to which the right is exercised)

**NOTE<sup>9</sup>:**

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Please complete this Request for exercise of the rights arising from data processing in a readable format and as precise as possible so we can process it. Please be informed that in case of a reasonable doubt about your identity as a person whose personal data are processed additional information necessary to confirm your identity may be requested from you. At the same time, please be informed that in order to comply with the Data Protection Law, we may require you to provide the evidence necessary to act in accordance with your request.

In \_\_\_\_\_, on \_\_\_\_\_.

APPLICANT

\_\_\_\_\_  
(Name and surname)  
\_\_\_\_\_ <sup>10</sup>

\_\_\_\_\_  
(signature)

<sup>7</sup> Please complete or indicate the format in which you wish the transfer of your personal data to be conducted.

<sup>8</sup> Please complete or indicate the method of data transfer and the data subject.

<sup>9</sup> If you find it necessary, provide additional information relevant for processing your request.

<sup>10</sup> Please provide any additional information you consider necessary and sufficient for your identification.