

# Personal data access request form

## Form

In accordance with the EU General Data Protection Regulation (GDPR), as a data subject, you can request that COSEC confirm whether it possesses, processes or shares your personal data; the period of time for which personal data is retained; the identity of any recipient of the personal data; the logic of automatic data processing and the consequences of any profiling; and any other information relating to your personal data. This constitutes, under the GDPR, a request for access to personal data.

To process your request, we will have to confirm your identity and we may have to request more information so that we can locate the personal data you request.

Please fill out this form and send it to us or, alternatively, contact us in writing (post or email) to exercise your right to access the information/data described in this form. If you wish, you can now attach proof of your identification that allows us to guarantee and conclude that we are providing information to the holder of the personal data and not to any other third party, to:

COSEC – Companhia de Seguro de Crédito, S.A.

Address: Avenida da Liberdade nº 249, 6th floor 1250-143 Lisboa

Contact email for privacy and data protection purposes: [privacy@cosec.pt](mailto:privacy@cosec.pt)

We will confirm receipt and respond to your request within one month of receipt of your request, where possible.

## Part 1: Data holder

Name: \_\_\_\_\_

Another name by which you can be known that may be useful in research:

\_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

COSEC - Companhia de Seguro de  
Créditos, S.A.

Customer Service:  
[Info.pt@allianz-trade.pt](mailto:Info.pt@allianz-trade.pt)  
Tel. +351 211 164 221

VAT Number and Register Number at Lisbon  
Commercial Registry Office 500726000.  
Share Capital: 7,500,000 EUR

Head office: Avenida da Liberdade 249, 6º piso,  
1250-143 Lisbon

Oporto office: R. Gonçalo Sampaio, 329,  
3º piso, 4150-367 Oporto

[www.allianz-trade.pt](http://www.allianz-trade.pt)

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

## Part 2: Request for Information

To help us process your request quickly and efficiently, please provide as much detail as possible about the information you require.

### I intend for COSEC to:

- Confirm whether you process my personal data;
- Provide a copy of my personal data;
- Provide explanatory and supporting material on the following, as detailed below:
  - Treatment purposes;
  - Category of personal data processed;
  - Destinatários, ou categorias de destinatários dos meus dados pessoais;
  - Recipients, or categories of recipients of my personal data;
  - Rights to rectification or deletion, to restrict processing or to object to processing and to lodge a complaint with a data protection authority;
  - Information about the origin of personal data (if it was not collected by COSEC)
  - Any automated decision-making with legal or similar effects, as well as the logic involved and the consequences of the processing for me;
  - When personal data is transferred abroad, what safeguards are in place regarding the transfer.

I would like my request to be responded to and the information I am requesting sent as follows:

Letter

Email

If possible, direct the request (Policy, Directorate, Team Unit, individual or incident). Please include deadlines, dates, names or types of documents, any references, and any other information that will allow you to locate the data. For example, for emails, provide the names of the senders and recipients and approximate dates.

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Please continue on a separate sheet if necessary.

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I, \_\_\_\_\_, confirm that the information provided in this form is correct and that I am the data subject whose name appears on this form. I understand that COSEC will confirm proof of identity and that I may need more information to locate the personal data I want. I am aware that my request will only be validated when all additional information requested by COSEC has been received. I also understand that although this request is free of charge, if I request the same information again or make unfounded or excessive requests, COSEC may charge a reasonable administrative fee to process my request.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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