

General Data Protection Regulation (GDPR)

Please return this completed form to the address



Public Service of Wallonia (SPW)

Data Protection Officer Cellule de Protection des Données Secrétariat général - SPW Support

Boulevard Ernest Mélot, 50 5000 Namur

If any issues arise, please contact:

dpo@spw.wallonie.be

Request for access to my personal data

Subject

The right of access allows the person who makes use of it to obtain:

- the information that a processing of personal data carried out by the Public Service of Wallonia concerns him and if applicable, if you are concerned:
- a series of information on the processing;
- access to said personal data.

Target

Any natural person who is a user of public services in the Walloon Region.

Advantages

By checking the information related to the processing, you can verify the compliance of this processing with the legislation on data protection

By consulting your data, you can check their accuracy and ask the Administration service with which you are in contact to correct them.

Conditions

To obtain a response within one month of receiving the form:

delimit the request as precisely as possible, choosing the services involved and indicating any references to the file

Legal

Regulation (EU) 2016/679 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- GDPR)



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4. Protection of privacy and remedies

4.1. Privacy policy

As required by Regulation ¹, we inform you that :

- the data that you provide when completing this form is intended to facilitate the follow-up of your file within the Walloon Public Service.
- this data will be transmitted exclusively to the Data Protection Officer of the Walloon Public Service and to his assistants in the departments you have selected;
- you may exercise the right to rectify your data by contacting the departments of the Walloon Public Service with which you are in contact.
- the right to erase data, or limit or oppose its processing, may only be exercised in certain specific and limited cases with respect to public authorities. The administration within the Public Service of Wallonia that you are in contact with will tell you if it is possible to exercise these rights for the processing in question.

4.2. Appeal procedures

What to do if, at the end of the procedure, you are not satisfied with the decision taken?

- 1. Submit an internal appeal within the administration.

 Contact the relevant administration to explain the reasons for your dissatisfaction or use the specific administrative recourse if this is provided for in the procedure.
- 2. Lodge a complaint with the Ombudsman.

 If, at the end of your preliminary steps within the administration, you remain dissatisfied with the decision, you can lodge a complaint with the Ombudsman of Wallonia and the Wallonia-Brussels Federation.
- 3. You can also lodge a complaint with the Data Protection Authority, formerly the Commission de la Protection de la Vie Privée (Privacy Commission), 35, Rue de la Presse, 1000 Brussels or via the e-mail address: contact@apd-gba.be.



Rue Lucien Namèche 54, 5000 Namur Freephone 0800 19 199

http://www.le-mediateur.be

¹ General Data Protection Regulation (GDPR).