**REQUEST FORM FOR RECEIVING A COPY OF PERSONAL DATA FROM AS EESTI POST (OMNIVA)**

***Explanation:*** *pursuant to the General Data Protection Regulation (hereinafter ‘GDPR’), everyone (i.e. ‘data subjects’ according to the terminology of the GDPR) has the right to inquire whether AS Eesti Post (hereinafter referred to with the brand name Omniva) holds any personal data regarding them and receive a copy of their personal data.*

Your first and last name:

Email address:

Phone number:

Postal address:

***Explanation:*** *if you would like to receive a reply through email, your postal address and phone number are not required; however, these will be helpful when we search for your personal data (the information systems of Omniva do not contain dates of birth or, as a rule, personal identification codes, and therefore, namesakes can be differentiated based on postal addresses, email addresses, or phone numbers. Moreover, our information system might not always contain someone’s name; for example only phone number can be written on a parcel sent to a parcel machine. Therefore, it would be helpful if you would submit additional data about yourself with this request, which we could use for ascertaining which data pertains to you in our information systems).*

Personal identification code (we use this to encrypt the reply with DigiDoc software, adding you as the recipient).

***Explanation:*** *you can open a file encrypted for you personally in the DigiDoc software with your ID card, i.e. the same software that you use for digital signatures. However, you have the right to ask for an unencrypted reply.*

☐ I do not want an encrypted reply.

☐ I would like to receive a reply on paper (we will send it by registered mail).

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| ☐ I would like a confirmation on whether Omniva processes my personal data. |

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| ☐ I would like a **copy of all** of my personal data that Omniva has about me. |

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| ☐ I would like a **copy of only** the personal data that Omniva has collected about me due to:  ☐ applying for a job in Omniva;  ☐ parcels and letters that I have sent or received. |

Signature (if you send this request in a digital format, then a digital signature)

The date of submission of the application