

EXERCISE OF DATA SUBJECT'S RIGHTS

KBN has made arrangements for customers or users to be able to exercise their rights in a simple way:

1. Right to access
2. Right to correct
3. Right to delete
4. Right to limit
5. Right to protest

The Personal Data Act and the Personal Data Protection Regulation are administered by the Data Protection Authority. More information, guidance and regulations can be found on www.datatilsynet.no.

I wish to exercise rights for personal data registered with KBN about:

- myself
- own child/children
- a person I act on behalf of (**power of attorney must be attached**)

(Choices here apply to all 5 rights)

I wish to exercise the following right related to my personal data:

1. Access to information

I hereby request confirmation that KBN has personal information about me in their computer systems or registers. If that is the case, I request access to the information pursuant to [Article 15 of the Personal Data Protection Regulation](#).

Rights and obligations in connection with access are listed at the back of this form.

What access of information is required?

I want access to this information:

- what types of personal data are collected (e.g. name, address, photos, health information, fingerprints, GPS)
- the information as specified below (for example within a specific time period, information stored in a special system or similar):

- all** information stored in all systems, registers and documents.

(Be aware that this can be very extensive. If you are really looking for insight into something specific, we recommend that you only ask for it in the first instance.)

I would like information about the following:

- What is the purpose of the collection and processing of the personal data?
- Will the business disclose the information to others, and if so who are the recipients? If the business is outside the EEA or an international organisation, what guarantees are there for privacy?
- How long does the company store the information? If it is not possible to come up with a final storage time - what determines how long the information is stored?
- What rights does the registered person have in relation to rectification, deletion, limitation, complaint handling or to object to the processing?
- If the information is not collected from the data subject himself - where was it collected from?
- Does the business make automated individual decisions? And if so, what logic is behind it, and what consequences might it have?

Other:

2. Correction

The registered person has the right to have information about himself corrected, and possibly provide supplementary information.

I hereby request confirmation that KBN has personal information about me in their computer systems or registers. If that is the case, I request that the information be corrected in accordance with [Article 16 of the Personal Data Protection Regulation](#).

I would like correction of:

- the information as specified below (for example within a specific time period, information stored in a special system or similar):

3. Delete

The registered person can request the deletion of personal data about themselves. Deletion of personal data as a result of a request for this can only be complied with if the basis for processing has ceased, including where the basis for processing is based on an agreement that has ceased or a consent that has been withdrawn (and where there is no other valid basis for processing).

KBN must delete personal data when the basis for processing ceases, or when the purpose of the processing has been fulfilled.

I hereby request confirmation that KBN has personal information about me in their computer systems or registers. If that is the case, I request the deletion of the information in accordance with [Article 17 of the Personal Data Protection Regulation](#).

I want this deleted:

the information as specified below (for example within a specific time period, information stored in a special system or similar):

4. Limitation

The data subject can demand that the processing be restricted if the personal data is incorrect, the processing is illegal, there is no longer a basis for processing or a protest has been lodged. Apart from storage, KBN cannot process the personal data without the consent of the data subject. KBN must notify the registered person before the restriction is lifted.

I hereby request confirmation that KBN has personal information about me in their computer systems or registers. If that is the case, I request that the information be corrected in accordance with [Article 18 of the Personal Data Protection Regulation](#).

I would like to limit:

the information as specified below (for example within a specific time period, information stored in a special system or similar):

5. Protest

The registered person can object to the processing of their own personal data, and primarily where the basis for processing is based on a legitimate interest. KBN can then no longer use the personal data. Unless the information is also processed for other purposes to which the data subject cannot or will not object, it must be deleted.

I hereby request confirmation that KBN has personal information about me in their computer systems or registers. If that is the case, I object to the processing of the information in accordance with [Article 21 of the Personal Data Protection Regulation](#).

I would like to object to:

the information as specified below (for example within a specific time period, information stored in a special system or similar):

Name and contact details

If the access request is sent electronically, the response will also be sent electronically as a starting point, unless stated otherwise. KBN must make sure that the person asking is actually the registered person or a third party with statutory rights.

I prefer replies to be sent to my **postal address**.

Or

I prefer replies to be sent to my **email address**.

Your name:

E-mail address (if a reply is desired by e-mail):

Street, house number/post box:

Postal code:

Post office:

Telephone number (optional):

Name of the person to whom the information applies if the access is made on behalf of another:

Any additional information about the person to whom the access relates (customer number, agreement number, date of birth or similar that can make it easier for the business to find what is registered):

Place, date:

Signature:

Information about the regulations for access to information

The data subject's right to access the use of personal data is regulated in the Personal Data Act with the Personal Data Protection Ordinance. These are some of the most important rights and obligations:

Access is a right. The right to access and the duty to provide information is the same for both the private and public sector and is set out in the Personal Protection Regulation's articles 12-15.

Access to own personal data. Everyone has a general right to receive confirmation of whether a business collects and uses personal data about them. If a business has stored personal data about a person, that person has the right to know what this information is, including electronic traces, metadata and any personal profiles that have been assigned to them (Privacy Regulation Article 15 no. 1).

Right to supplementary information. If a business has registered information about a person, that person also has the right to information about the purpose, possible disclosure to others, storage time, rights related to the processing, from which sources the information is obtained and more (personal protection regulation article 15 no. 1 letters a-h).

Deadline for giving an answer. The business is obliged to respond without undue delay, and no later than one month after receiving the inquiry. This deadline can be extended by a further two months if necessary, but the business must then send a justification for the delay within the deadline (personal protection regulation article 12 no. 3).

Free. Exercising your rights must be free. This means that the business cannot charge those who want access unless the request is obviously unfounded or exaggerated. The business must, on request, give the registered person a copy of the information being processed. If the data subject wants more copies, the business can charge a reasonable fee based on the administration costs (personal protection regulation article 12 no. 5, and 15 no. 3).

Exception. There are some exceptions to the right of access, for example if secrecy is necessary in connection with the investigation or prosecution of criminal offences, if it is inadvisable for you to become aware of the information for reasons of your health or your relationship with close relatives, if the information is covered of statutory confidentiality or if the disclosure would infringe the rights and freedoms of others. If a business does not provide access, a written justification must be given with reference to the relevant authority (Personal Data Act § 16).

Information security. The business has an obligation to secure the personal data. This also applies to access requests. Some personal information is so sensitive that it should not be sent by regular unencrypted email. The businesses must therefore carry out a risk assessment of how access is to be granted and ensure that the personal data is shared with the right person (personal data protection regulation article 32).

Other types of access. Examples of other types of access are the Public Administration Act's rules for party access and the Public Access Act's provisions on access to documents and information in public agencies.

This is another type of access, and this form is not intended to be used in such contexts.