

**SUBJECT ACCESS REQUEST (SAR) APPLICATION FORM**

Please complete this form if you want us to supply you with a copy of any personal data we hold about you.

You are currently entitled to receive this information under the EU General Data Protection Regulation (GDPR) (EU) 2016/679, which came into effect on 25 May 2018.

We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will respond within one calendar month of the latest of the following:

1. Our receipt of your written request; or
2. Our receipt of any further information we may ask you to provide to enable us to comply with your request.

In case the request involves a significant amount of data, we will respond within three calendar months.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

**PART 1: Details of the person requesting information and submitting current form**

Full Name:	
Address:	
Contact Number:	
Email:	
ID/Passport Number:	

**PART 2: Are you the data subject?**

Please tick the appropriate box and read the instructions which follow it.

YES, I am the data subject. I enclose proof of my identity.

NO, I am acting on behalf of the data subject. I have enclosed the data subject's written and certified authority and proof of the data subject's identity and my own identity.

To ensure we are releasing data to the right person we require you to provide us with proof of your identity. Please supply us with a photocopy or scanned image of one of the following:

Proof of Identity: National identity card/ Passport/ Driver's license.

If we are not satisfied by the proof you will provide us with, we reserve the right to refuse to grant your request.

**PART 3: Details of the data subject (if different from PART 1)**

Full Name:	
Address:	
Contact Number:	
Email:	
ID/Passport Number:	

**PART 4: What information are you seeking?**

Please describe the information you are seeking. In order to be able to assist you more efficiently, please provide:

- any relevant details you think will help us to identify the information you require.
- any other specific details that you feel are relevant in assisting us in locating your personal data.
- the relevant period of time or timelines involved (the relevant dates for which you are seeking the personal data).

Please note that if the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information.

In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**PART 5: SAR Form & Data Retention**

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

**PART 6: Declaration**

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Oceanking Technical & Trading S.A. is true. I understand that it is necessary for Oceanking S.A. to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information to locate the correct personal data.

Signed..... Dated.....

Please note that any attempt to mislead may result in prosecution.

Please return the completed SAR Form by post to:

Oceanking Technical & Trading S.A.  
31, Bouboulinas str.  
Piraeus 18535  
Greece  
Attn: Data Protection Working Group

Or by e-mail to:

[privacy@oceanking.gr](mailto:privacy@oceanking.gr)