

TO .....  
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(Address to the data controller (1) or to  
the data processor)

RE: **DATA SUBJECT RIGHTS REQUEST FORM**

(articles 15, 16, 17, 18, 19, 20, 21, 22 of Regulation EU 679/16)

I, the undersigned,

born in ..... on .....

hereby wish to exercise my rights pursuant to articles 15, 16, 17, 18, 19, 20, 21 and 22 of Regulation EU 679/16 regarding personal data protection.

(ONLY TICK THE RELEVANT BOXES)

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**Access to personal data**

(Article 15 of Regulation EU 679/16)

I wish to access information concerning me, and specifically:

- request that you confirm whether personal data concerning me exist, regardless of whether it has already been recorded

and/or

- request that you communicate this information to me in an intelligible form.

This request relates to (indicate personal information, categories of information or the processing to which reference is made):

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(ONLY TICK THE RELEVANT BOXES)

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## Request for information about the processing

(Article 15 of EU Regulation 679/16)

I request information on:

- the origin of the data (i.e. the entity or the specific source from which it was acquired);
- the purposes of processing the data concerning me
- the methods used for processing the data
- the logic applied when processing data with electronic means
- the identification details of the Data Controller (i.e. the public administration, the public or private legal entity, the association or body that processes the data)
- the identification details of the data processor(s) (if appointed pursuant to Article 28 of the Regulation)
- the subjects or categories of subjects to whom the personal data may be communicated and who may gain knowledge of said data in their capacity as designated representative within the country, data processors or persons in charge of the processing.
- the identification details of the data controller's representative in the country (if assigned pursuant to article 27 of the Regulation).

This request relates to (indicate personal information, categories of information or the processing to which reference is made):

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(ONLY TICK THE RELEVANT BOXES)

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## Request for action to be taken on the data – Rectification and Erasure

(Articles 16 – 17 of EU Regulation 679/16)

I request that the following be carried out:

- updating of data
- correction of data
- supplementing of data

- deletion of data because it is no longer necessary for the purposes for which it was collected
- erasure of data processed unlawfully  
(including data whose retention is unnecessary)
- the anonymization of data that has been processed unlawfully  
(including data whose retention is unnecessary)
- the blocking of data processed unlawfully  
(including data whose retention is unnecessary)
- a certification to the effect that the operations taken on the data have been notified, also in relation to their content, to the entities to whom or which the data was communicated or disclosed
- Withdrawal of consent on which the given consent is based.

This request relates to (indicate personal information, categories of information or the processing to which reference is made):

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## Objection to processing

(Article 21 of Regulation EU 679/16)

- I object to the processing of my data for the purpose of sending advertising materials or direct sales or for carrying out market research surveys or commercial communications.
- I object to the processing of my data for the following legitimate reasons:

This request relates to (indicate personal information, categories of information or the processing to which reference is made):

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## Restriction of processing

(Article 18 of EU Regulation 679/16)

- I contest the accuracy of the data and request that the processing be restricted; in this way, therefore, the data shall be processed by the holder only for storage purposes or with the express consent of the undersigned.

This request relates to (indicate personal information, categories of information or the processing to which reference is made):

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## Right to portability

(Article 20 of EU Regulation 679/16)

- I request to be provided with the personal data concerning me, in a structured, commonly used and machine-readable format.
- I request that the data controller transfer directly, if possible, my personal data to another data controller whose details are given below

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This request relates to (indicate personal information, categories of information or the processing to which reference is made):

I reserve the right to appeal to the judicial authorities or the Data Protection Authority if no suitable confirmation is received within 15 days from the receipt of this application.

Reply address:

Postal address

Street

Town

Region/State, Postcode

or

email address:

or

fax number:

or

telephone number (2)

Further information

Please note the following (provide useful explanations or indicate any attached documents):

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Identification document details (3):

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(Place and date)

(Signature)

(1) For example: banks, telephone operators, credit information systems, website operators, insurance companies, healthcare facilities, public administration etc.

(2) The requests under consideration and their answer can also be verbal. However, if the data subject lodges an appeal with the data protection authority, a copy of the request made to the data controller (or to the processor, if appointed) must be attached.

(3) Show or attach a copy of an identification document, if the identity of the applicant has not been ascertained in another manner.