

## TEMPLATE: REQUEST OF THE DATA SUBJECT

### Identification of the data Subject

Name and surname: \_\_\_\_\_

Born on: \_\_\_\_\_

Address: \_\_\_\_\_

Other identification (email, phone number,...) \_\_\_\_\_

### Subject-matter of the request - Which right do I want to exercise

#### Right to access

I only need to know the types of the personal data, which you process (e.g. data necessary for fulfilment of a contract or contracts, which we concluded together, or monitoring of how I use purchased services etc.); or

I want to know in detail all personal data, which are related to me, and which you process, but I do not need to receive copies of these personal data; or

I want to know in detail all personal data, which are related to me, and which you process, and further I request copies of these personal data to be sent, and that in this way:

to following email address: \_\_\_\_\_; or

to following address: \_\_\_\_\_.

#### Right to rectification

I wish following personal data rectified/completed:

\_\_\_\_\_.

Current state of personal data is: \_\_\_\_\_.

#### Right to erasure

I wish you no more processed following personal data about me \_\_\_\_\_ and erased it from your system.

**Right to restriction of processing** (describe, which processing you wish restricted, or, if needed, state which personal data should this restriction relate to)

I wish you restricted following processing \_\_\_\_\_ (description of processing, which you wish restricted) of my personal data \_\_\_\_\_ (which personal data should this restriction relate to).

#### Right to data portability

I request transmit of these/all personal data, which you process about me, \_\_\_\_\_, in following format \_\_\_\_\_.

Transmit personal data to me to following email: \_\_\_\_\_.

OR

Transmit personal data directly to following new controller:

Controller's name: \_\_\_\_\_

Controller's address: \_\_\_\_\_

Controller's email: \_\_\_\_\_

Controller's phone number: \_\_\_\_\_

**Right to lodge a complaint against the processing**

I lodge a complaint against following processing of my personal data: \_\_\_\_\_.

If you request an erasure/restriction of processing and we find your request legitimate, we will inform all recipients, to which your data was made accessible, except the cases, where it would be impossible or it would require disproportionate effort, about the erasure/alteration/restriction of processing. Are you interested in information about such recipients of personal data? **(YES/NO)**

**Grounds for the request**

If you request to apply your right to erasure, right to restriction of processing or right to lodge a complaint, please state grounds for your request. If you do not do so, your request shall not be allowed.

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