

DATA PRIVACY FORM – DATA SUBJECT'S RIGHTS

[If the EC entity wishes to implement a PDF form available on EC website; to be downloaded, completed and submitted to EC by email or by post.]

YOUR REQUEST	
Object of your request	Comments ¹
<input type="checkbox"/> Confirmation as to whether or not your personal data are being processed and, as the case may be: <ul style="list-style-type: none"> <input type="checkbox"/> Information on the characteristics of such processing <input type="checkbox"/> Access to your personal data processed by [EC] 	
<input type="checkbox"/> Rectification of inaccurate personal data or completion of incomplete personal data <ul style="list-style-type: none"> <input type="checkbox"/> Restriction to the processing of your personal data during the period necessary for [EC] to verify the accuracy of your personal data 	
<input type="checkbox"/> Erasure of your personal data ² : <ul style="list-style-type: none"> <input type="checkbox"/> You believe that your personal data are no longer necessary for [EC] <input type="checkbox"/> You want to withdraw your consent to the processing of your personal data <input type="checkbox"/> Erasure is required by applicable law³ <input type="checkbox"/> You believe that your personal data have been unlawfully processed 	

¹ To facilitate the treatment of your request, please specify the processing / personal data concerned by your request (where relevant).

² Right not available in certain specific circumstances [(e.g. where the processing is required by applicable law or for the establishment, exercise of defence of a legal claim)].

³ "Applicable law" means in this context: EU regulation and/or the Member State law to which [EC] is subject for its processing activities.

<input type="checkbox"/> Restriction to the processing of your personal data: <input type="checkbox"/> You believe that your personal data have been unlawfully processed <input type="checkbox"/> You believe that [EC] no longer needs to process your personal data but you require these data for the establishment, exercise or defence of a legal claims	
<input type="checkbox"/> Objection to the processing of your personal data ⁴ <input type="checkbox"/> Restriction to the processing of your personal data during the period necessary for [EC] to verify the relevance of the request for objection <input type="checkbox"/> Erasure of your personal data	
<input type="checkbox"/> Provision of your personal data in a [machine-readable] format ⁵	

⁴ Right only available in certain specific circumstances (i.e. for processing based on [EC]'s legitimate interest where [EC] cannot demonstrate its interest overrides your interests, rights and freedoms in light of your particular situation (to be described in the "Comments" section) – to know if a processing is based on [EC]'s legitimate interest, please refer to [put a link to the relevant privacy policy], for processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in [EC], for processing carried out for marketing purposes, for processing carried out for scientific, historical or statistical purposes in light of your particular situation (to be described in the "Comments" section) and unless carried out for reasons of public interest).

⁵ Right only available in certain specific circumstances (i.e. for processing based on your consent and carried out by automated means and for processing necessary for the performance of a contract to with you are party).

YOUR IDENTITY

Please complete the information below to enable [EC] to analyse and proceed your request

Last name:

First name:

Postal address:

In order for your request to be considered by [EC], please join to this form a photocopy of a valid identity document (ID, passport) bearing your signature.

Please send your request at the following address:

[•]

For your full information, [EC] will reply to your request (at the address provided above) within a maximum of 1 month after the receipt of your request. As the case may be, [EC] will inform you of the extension of this delay [(e.g. depending on the complexity and the number of your requests)].

In case of difficulty, you can contact [•] [DPO contact details and/or details of the department in charge to deal with data subjects' rights to be added.]