**TEMPLATE**

**OF**

**REQUEST FOR EXERCISE OF DATA SUBJECT’S RIGHTS**

by..........................................................................................................................

*(full name of the applicant)*

Contact data:….....................................................................................................

**Dear Director,**

With regard to MARRI RC processing of data related to me I hereby would like to exercise my rights in the field of protection of personal data as follows (*mark whatever relevant*):

* **Right to information,** namely:
* the purposes of the processing for which my personal data are intended as well as the legal basis for their processing;
* in case you process my data based on MARRI RC legitimate interests – information on the legitimate interests pursued by you as a controller or by a third party;
* in case the personal data have not been obtained from me but from another source – information on the categories of data under processing and their source (also whether the data comes from publicly accessible sources, is applicable);
* the recipients or categories of recipients of my personal data, if any;
* where applicable, information on any transfers of my data to recipients in other countries or international organisations and information on the availability of appropriate or suitable safeguards and the means to obtain a copy of them or information on their availability;
* the time period for which my personal data will be stored, or if not possible to define the time period exactly, the criteria used to determine that deadline;
* the existence of automated decision-making, including profiling, related to me and if “yes” – meaningful information on the logic involved, as well as the significance and the envisaged consequences of such processing for me as a data subject.
* **Right to access to all my data/to the following data**: ……………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………….,

**as well as to receive a copy of my data under processing and the following information**:

* the purposes of the processing for which my personal data are intended as well as the legal basis for their processing;
* in case you process my data based on MARRI RC legitimate interests – information on the legitimate interests pursued by you as a controller or by a third party;
* in case the personal data have not been obtained from me but from another source – information on the categories of data under processing and their source (also whether the data comes from publicly accessible sources, is applicable);
* the recipients or categories of recipients of my personal data, if any;
* where applicable, information on any transfers of my data to recipients in other countries or international organisations and information on the availability of appropriate or suitable safeguards and the means to obtain a copy of them or information on their availability;
* the time period for which my personal data will be stored, or if not possible to define the time period exactly, the criteria used to determine that deadline;
* the existence of automated decision-making, including profiling, related to me and if “yes” – meaningful information on the logic involved, as well as the significance and the envisaged consequences of such processing for me as a data subject.
* **Right to rectification of the following inaccurate data related to me/completion of the following incomplete data related to me**:

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* **Right to erasure of the following data/of all my data** …………………………………………………………………………………………………..…………………………………………………………………………………………………
* **Right to restriction of processing of the following data related to me/all my personal data:**

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* **Right to data portability of the following data/all data related to me**

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**which I would like to exercise in the following manner:**

* To personally receive the data under processing;
* To ask you to transmit the data directly to the following data controller ………………………………………. (*insert the name and contact data of the controller*), if technically feasible;

**I prefer the communication between us and the requested information to be provided:** *(mark the preferred option)*

* Orally;
* In Written form;
* By electronic means.

Date: …………… Signature: …………………………..

/…………………………./

*(full name)*