



(name of data controller)

A REQUEST TO EXERCISE THE DATA SUBJECT'S RIGHT(S)

(date)

(place)

1. Please enter your personal data below to help us identify you, contact you and provide the requested information

Name	
Surname	
Telephone	
Address	
E-mail	
Your relationship with us (e.g., client, employee / former employee, representative of a partner, etc.)	
Name and code of the represented legal entity	
Other	

2. Please indicate which right(s) you wish to exercise (tick the appropriate box with a cross):

- ☐ The right to access data
- ☐ The right to request rectification of data
- ☐ The right to request data deletion ('the right to be forgotten')
- ☐ The right to data portability
- ☐ The right to object to processing
- ☐ The right to request human intervention / right to challenge a decision based solely on automated data processing, including profiling

3. Please specify what you are specifically requesting and provide as much information as possible to enable the proper exercise of your right(s)¹

¹ If you would like to receive a copy of your personal data, please specify the data (e.g. copy of an email from x day, x month, 2021, etc.). If you wish to correct your data, please specify which of your data is inaccurate. If you object to the processing of your data, please state the grounds on which you base your objection and to what specifically you object. If you are requesting the exercise of your right to data portability, please specify in relation to which data you wish to exercise this right, whether you wish to transfer the data to your own device or to another data controller (if the latter, please specify which one).



4. Please indicate how you would like to receive the reply. If you do not specify how you want to receive it, we will send you a reply in the same format as your request.

- ☐ E-mail to: _____
- ☐ Registered post to address: _____
- ☐ Upon personal collection

5. Attached documents²:

(name, surname, signature)

To be completed by an employee of the controller (in case the data subject delivers the request in person):

The data subject has provided proof of identity:

- ☐ identity card
- ☐ passport
- ☐ other document (specify) _____

(employee's full name, signature, date)

²If you submit the request in writing by delivering it in person, please confirm your identity by presenting an identity document to the employee receiving the request. If you submit the request via email, please sign the request with a qualified electronic signature. If you are requesting the correction of inaccurate data, we may additionally ask you to provide copies of documents confirming the accurate data. If your personal data such as name, surname, etc., has changed, we may additionally ask you to provide a copy of a document confirming the change of this data.

Upon receiving the request and considering the specifics of our activities, the content of the request, and the information we have about you, we may additionally ask you to verify your identity using additional means or methods if there are doubts about your identity.

If the request is submitted by your representative, a document confirming the representative's authorization must be attached.