

To _____

(Address to the Data Controller or Data Processor)

REFERENCE: **EXERCISE OF RIGHTS CONCERNING PROTECTION OF PERSONAL DATA**
(Articles 7 and 8 of the Personal Data Protection Code)

I, the undersigned, _____

born in _____ on _____

forward this request to exercise my rights in accordance with Article 7 of the Personal Data Protection Code (Legislative Decree 196 of 30 June 2003):

(ONLY TICK APPLICABLE BOXES)

Access to personal data

(Art. 7, paragraph 1, of the Code)

I, the undersigned, intend to access data concerning myself and precisely:

- request confirmation that the said data exist or otherwise, even if not yet recorded,
and/or
- request that the said data be communicated to me in intelligible form (*Art. 10 of the Code*).

This request concerns (*indicate the personal data, categories of data or processing to which reference is made*):

(ONLY TICK APPLICABLE BOXES)

Request for certain information concerning data processing

(Art. 7, paragraph 2, of the Code)

I, the undersigned, wish to be informed concerning:

- the origin of the data (*namely, the party or specific source from which they were obtained*);
- the purposes for which my data will be processed;
- the relevant processing method;
- the logic applied if processing is performed by electronic means;
- the details identifying the Data Controller (*namely, the public administration, public or private legal entity, association or organization processing them*);
- the details identifying the Data Processor(s) (*when designated in accordance with Art. 29 of the Code*);

- the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as data processor(s) person(s) in charge of the processing or designated representative(s) in the State's territory;
- the identification data of the Controller's representative in the State's territory (when designated in accordance with Art. 5 of the Code).

This request concerns *(indicate the personal data, categories of data or processing to which reference is made)*

(ONLY TICK APPLICABLE BOXES)

Request to modify data

(Art. 7, paragraph 3, of the Code)

I, the undersigned, request that the following operations be performed:

- update of the data;
- change the data;
- supplement the data;
- cancel data processed in violation of the law
(including those not required to be held on file);
- render data processed in violation of the law anonymous
(including those not required to be held on file);
- block data processed in violation of the law
(including those not required to be held on file);
- confirmation that parties to whom the data have been communicated or disseminated have been advised of modifications made, also as regards content.

This request concerns *(indicate the personal data, categories of data or processing to which reference is made):*

Opposition to processing for publicity purposes

(Art. 7, paragraph 4, of the Code)

- I, the undersigned, do not give my consent to process the data for purposes of forwarding publicity material or direct sale offers or commercial information or for carrying out market research.

Opposition to processing for legitimate reasons

(Art. 7, paragraph 4, of the Code)

- I, the undersigned, do not give my consent to process the data for the following legitimate reasons:

This request concerns *(indicate the personal data, categories of data or processing to which reference is made)*:

The undersigned reserves the right to appeal to the judicial authorities or the Italian Data Protection Authority (*Garante*) *(by means of notice, complaint or appeal: in accordance with Art. 141 and following of the Code)* if an appropriate response is not received within 15 days from receipt of this request.

Address for the reply:

Postal address. _____
Street _____
Town _____
Province _____
Post code _____

OR

e-mail _____

OR

telefax _____

OR telephone* _____

Further information

I, the undersigned, furthermore inform you *(provide any useful explanations or indicate any documents attached)*:

Indicate details of a document proving your identity**:

(Place and date)

(Signature)

*Requests and relevant replies may also be made/given orally. However, if the party concerned should appeal to the Italian Data Protection Authority (*Garante*) then a copy of the request made to the Data Controller (or Data Processor, if designated) must be attached.

** Show or attach a copy of an identity document if your identity cannot be ascertained by other means.