**MODEL FORM:**

**REQUEST OF DATA SUBJECTS WHOSE DATA ARE RECORDED AT OPU**

* + 1. **Identification of the Data Subject**
    2. First name and surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    3. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    4. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    5. Further identification (e-mail address, telephone number, ...): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    6. **Subject matter of the request: What right I want to exercise**
    7. **Right of access**
    8. I only want to know the types of the personal data concerning me, which you are processing (for example, the data required for the performance of a contract(s) that we have entered into, or the monitoring of my utilisation of OPU’s services, etc.); or
    9. I want to know in detail all the personal data concerning me, which you are processing, but I do not need copies of such personal data; or
    10. I want to know in detail all the personal data concerning me, which you are processing, and also request that copies of such personal data be sent to me in the following manner:
    11. At the following e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or
    12. At the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
    13. **Right to rectification**
    14. I want to have the following personal data rectified/completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    15. The current value of the personal data is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    16. **Right to erasure**
    17. I wish that you stop processing the following personal data concerning me, \_\_\_\_\_\_\_\_\_\_\_\_, and that you erase them from your systems.
    18. **Right to restriction of processing** (please describe the particular processing that you want to have restricted and/or specify the personal data that the restriction is to concern).
    19. I want you to restrict the following processing \_\_\_\_\_\_\_\_\_\_ (description of the processing that you want to have restricted) of my personal data \_\_\_\_\_\_\_\_\_\_ (which personal data the restriction is to concern).
    20. **Right to data portability**
    21. I request the transmission of the following/all personal data concerning me, which you are processing, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the following format \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
    22. Please send my personal data to me at the following e-mail address: \_\_\_\_\_\_\_\_\_\_\_
    23. OR
    24. Please send my personal data directly to the following new controller:
    25. Name of the controller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    26. Address of the controller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    27. E-mail of the controller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    28. Telephone number of the controller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    29. **Right to object to processing**
    30. I hereby object to the following processing of personal data concerning me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    31. If you are requesting erasure/restriction of processing and we acknowledge your request as justified, we will notify all recipients to whom personal data concerning you have been disclosed of the erasure/alteration/restriction of personal data processing, with the exception of cases where this proves impossible or would involve a disproportionate effort. Do you want to receive information about such personal data recipients? (**YES/NO**)
    32. **Reasons for the request**
    33. If you are requesting the exercise of your right to erasure, right to restriction of processing, or right to object please specify the reasons for your request. Otherwise, your request cannot be complied with.