

APPENDIX A

**Request to exercise the right of access to data (pursuant to Article 15 of the GDPR)**

The undersigned, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_/\_\_/\_\_ and residing in \_\_\_\_\_ at Via/Piazza \_\_\_\_\_ no. \_\_\_\_\_, pursuant to the legislation in question, requests confirmation of the existence, at this Company, of personal data concerning him/her \_\_\_\_\_ in \_\_\_\_\_ relation \_\_\_\_\_ to \_\_\_\_\_ processing \_\_\_\_\_ relating to \_\_\_\_\_ and to receive information regarding

(tick the requests):

- the categories of personal data in question;
- the purposes of the processing;
- the recipients or categories of recipients to whom the personal data have been or shall be disclosed, especially if recipients of third-party countries or international organisations;
- the planned retention period for the personal data or, if not possible, the criteria used to determine said period;
- should the data not have been collected from the data subject, all information available regarding the origin of said data;
- the existence of an automated decision-making process, including profiling and, at least in some cases, significant information on the logic used, as well as the importance and expected consequences of said processing for the data subject;
- the existence of adequate guarantees pursuant to Article 46 of the GDPR relating to the transfer of data abroad to non-EU countries.

Identification document details:

\_\_\_\_\_

I look forward to hearing from you.

Yours sincerely,

Place....., date ..... SIGNATURE



This request concerns *(specify the personal data, categories of data or processing referred to)*:

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Identification document details:

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I look forward to hearing from you.

Yours sincerely,

Place....., date ..... SIGNATURE

APPENDIX C

**Form for exercising the right to the portability of data (pursuant to 20 GDPR)**

The undersigned, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_/\_\_/\_\_ and residing in \_\_\_\_\_ at Via/Piazza \_\_\_\_\_ no. \_\_\_\_\_ kindly requests, pursuant to the legislation in question, the performance of the following procedures:

- The receipt of his/her personal data in a structured, commonly used format, which can be read by an automatic device
- The direct transmission of his/her data to \_\_\_\_\_

This request concerns *(specify the personal data, categories of data or processing referred to)*:

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Identification document details:

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I look forward to hearing from you.

Yours sincerely,

Place....., date ..... SIGNATURE

APPENDIX D

**Form for exercising the right not to be subject to an automated decision-making process (pursuant to Article 22 of the GDPR)**

The undersigned, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ and residing in \_\_\_\_\_ at Via/Piazza \_\_\_\_\_ no. \_\_\_\_\_ kindly requests, pursuant to the legislation in question, the performance of the following procedures:

- exclusion from processing, involving subjection to automated decision-making processes that affect his/her freedom to

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This request concerns *(specify the personal data, categories of data or processing referred to)*:

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Identification document details:

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I look forward to hearing from you.

Yours sincerely,

Place....., date ..... SIGNATURE

APPENDIX E

**Objection to processing (pursuant to Article 21 of the GDPR)**

The undersigned, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_/\_\_/\_\_ and residing in \_\_\_\_\_ at Via/Piazza \_\_\_\_\_ no. \_\_\_\_\_, pursuant to the legislation in question,

- objects to data processing carried out for the purposes of sending advertising or direct sales material or for the performance of market research or commercial communication;
- objects to data processing for the following reasons associated with his/her specific situation:

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This request concerns *(specify the personal data, categories of data or processing referred to)*:

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