# Data subject Request Form

This form can be completed in any case you want us to provide you with a copy of any of your personal data EMMI holds. The right of access to this information is ensured by the European General Data Protection Regulation 2016/679 (hereinafter **GDPR**) which comes into effect on 25 May 2018.

EMMI will also provide you with information about any processing of your personal data, the retention period that is applicable, and any other rights ensured by the GDPR such as rectification, erasure or restriction on processing.

EMMI commits to respond in any event within one month of the latest about:

* Receipt of your request;
* If EMMI needs any other information from you to provide in order to fulfil your request.

The purpose of this form is to identify the personal data you are requesting and to respond to this request. This form is not mandatory to complete but it will be easier for EMMI to provide you with a quick answer.

Please, send this form to the responsible of Data Privacy via the following address:

[dataprivacy@emmi-benchmarks.eu](mailto:dataprivacy@emmi-benchmarks.eu)

## Details of the person requesting the information

|  |  |
| --- | --- |
| Name: |  |
| Phone number: |  |
| Address: |  |
| Email address: |  |

## Details of the Data subject if different from 1.1

|  |  |
| --- | --- |
| Name: |  |
| Phone number: |  |
| Address: |  |
| Email address: |  |

## Information about your request

Please, tick the boxes corresponding to your request:

* Why does EMMI process the specified personal data:
* With who does EMMI share these personal data:
* What is the source of collection of these personal data:

## Request Type

Please, tick the boxes corresponding to your request:

* Access to personal data:
* Erasure of personal data:
* Restriction of processing activities:
* Object to processing activities:
* Portability of personal data:

## What information do you need

Please describe in plain language the information you are seeking and add any relevant information that could help us to answer your request as efficiently as possible.

|  |
| --- |
|  |

## Authentication

Please indicate in which situation you are:

1. I am the Data subject and I am requesting my own personal data: **(Please refer to 5.A)**
2. I am requesting personal data on behalf of the Data subject: **(Please refer to 5.B)**

To ensure EMMI is providing the requested information to the right person, we need you to provide attached to this request form:

1. **A proof of identity** if you are the Data subject requesting his own personal data (Identity Card, Passport, driving licence);
2. A **duly signed written mandate** from the Data subject and **a proof of identity** of the data subject proving you are requesting personal data on behalf of the Data subject.

Please, not that the documents sent must be sufficiently legible and of good quality.

EMMI reserves the right to refuse to provide the personal data in case of unsatisfactory information and authentication.

Declaration

I hereby confirm that the provided information are accurate and true in the terms of this *Data subject access request* form and understand that it is necessary for EMMI to identify you as a data subject but also the person requesting personal data on behalf of data subject in order to provide relevant and accurate answers and information.

**Date**…………………… **Signed**……………………