



TEMPLATE FOR THE EXERCISING OF RIGHTS BY THE DATA SUBJECT

Attn.
The DATA CONTROLLER
pec : ufficio.personale@pec.roncadin.it

Re: exercising the rights of the data subject, pursuant to articles 15 et seq. of Regulation 679/16 (General Data Protection Regulation).

I, the undersigned:

FORENAME	
SURNAME	
DATE OF BIRTH	
TAX CODE	
E-mail to which the response should be sent	
Contact telephone no.	

IF the application is made ON BEHALF OF THIRD PARTIES, indicate the NAME OF THE DATA SUBJECT to whom the data refer.

FORENAME
SURNAME
DATE OF BIRTH
TAX CODE

(attach POWER OF ATTORNEY)

HEREBY ASK

In relation to the personal data you have processed, to exercise the rights selected in column 3 of the following table

Right	Description	SELECT the RIGHT which you wish to exercise, according to the instructions
<i>Right to withdraw consent (art. 13 paragraph II, letter A and art. 9 paragraph II, letter A of the GDPR)</i>	You are entitled to withdraw your consent at any time for any processing where the prerequisite for legitimacy is your consent. Withdrawal of consent will not jeopardise the lawfulness of any previous processing, nor the keeping of any data where such keeping is mandatory.	Specify which processing/purposes:



<p><i>Right of access (art. 15)</i></p>	<p>You shall have the right to request a) the purposes of the processing; b) the categories of personal data concerned; c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations; d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period; e) the existence of the right for the data subject to request from the data controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing; f) the right to lodge a complaint with a supervisory authority; g) where the personal data are not collected from the data subject, any available information as to their source; h) the existence of automated decision-making procedure, including profiling, referred to in article 22 paragraphs 1 and 4 and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. You shall have the right to obtain a copy of the personal data undergoing processing.</p>	<p>Specify which information you require, indicating the corresponding letter:</p>
<p><i>Right to rectification (art. 16)</i></p>	<p>You shall have the right to obtain the rectification of inaccurate personal data concerning you and to have incomplete personal data completed.</p>	<p>Specify which information requires rectification or completion:</p>
<p><i>Right to be forgotten (art. 17)</i></p>	<p>You shall have the right to obtain from the data controller the erasure of personal data concerning you if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, if you withdraw consent, if there are no overriding legitimate grounds for the processing/profiling, if the personal data have been unlawfully processed, if there is a legal obligation to erase them, if the data concern web services for minors without the necessary consent. The data will be erased unless the processing is necessary for exercising the right of freedom of expression and information, the data are kept for compliance with a legal obligation or the performance of a task carried out in the public interest or in the exercise of official authority, for reasons of public interest in the area of public health, for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes or for the establishment, exercise or defence of legal claims.</p>	<p>If making a request, please provide reasons. You will be contacted by the DPO in response to your requests.</p>



<i>Right to restriction of processing (art. 18)</i>	You shall have the right to obtain from the data controller restriction of processing where you have contested the accuracy of the personal data (for a period enabling the data controller to verify the accuracy of the personal data) or if the processing is unlawful, but you oppose the erasure of the personal data and request the restriction of their use instead or if they are required for the establishment, exercise or defence of legal claims, while the Data Controller no longer needs them.	If making a request, please provide reasons. You will be contacted by the DPO in response to your requests.
<i>Right to data portability (art. 20)</i>	You shall have the right to receive the personal data concerning you, which you have provided to the data controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another party, where the processing is based on consent or on a contract and if the processing is carried out by automated means, unless the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority and provided that any such transmission does not adversely affect the rights of others.	If making a request, please provide reasons. You will be contacted by the DPO in response to your requests.
<i>Right to lodge a complaint with a supervisory authority (art. 77)</i>	Without prejudice to any other administrative or judicial remedy, you shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes this Regulation.	

I am informed that the data indicated in this form are used solely to respond to any claims and will be kept for 5 years, to ensure adequate proof of the procedure, for the exercising of rights in any administrative or legal proceedings.

Date

SIGNATURE

I attach

- a copy of an Identity Document
- a power of attorney (if any)