**Data subject submitting request**

|  |  |
| --- | --- |
| Name | Personal identity code |
| Address | Telephone number |
| Email address, if you wish to be contacted by email | |

|  |
| --- |
| I request that the following personal data concerning me be rectified: |

|  |
| --- |
| I request that the following personal data concerning me be erased: |

**Date, signature and printed name of data subject submitting request**

|  |  |
| --- | --- |
| **Date** | **Signature and name printed** |

**Actions taken by controller**

The data subject’s personal data are no longer being processed and have already been erased.

The data requested by the data subject have been rectified and he/she has been notified (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The data requested by the data subject have been erased and he/she has been notified (date): \_\_\_\_\_\_\_\_\_\_\_\_

Rectification or erasure of data has been refused either wholly or in part, and the grounds for the refusal have been sent to the data subject (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date, signature, printed name and position of person rectifying or erasing data**

|  |  |
| --- | --- |
| **Date** | **Signature, printed name and position** |