

To .....  
.....  
.....  
(address to the data controller or data supervisor)

**RE: EXERCISE OF PERSONAL DATA PROTECTION RIGHTS**

(Arts. 7 and 8 of the Code)

I, the undersigned .....  
born in ..... on .....  
tax code .....  
resident in (town/city) ....., (street) .....,  
(postcode) .....  
Telephone .....  
Fax .....  
e-mail .....

hereby exercise my rights pursuant to Article 7 of the Personal Data Protection Code (Italian Legislative Decree no. 196 of 30 June 2003):

(only place a cross in the relevant boxes)

---

**Access to personal data**

(Art. 7, paragraph 1 of the Code)

I, the undersigned, intend to access the data concerning me and, specifically:

- request confirmation of the existence or lack thereof of such data, even if not yet registered and/or
- ask that I be informed of said data in intelligible form (Art. 10 of the Code).

This request concerns (specify the personal data, categories of data or processing to which reference is made):

.....  
.....  
.....

(only place a cross in the relevant boxes)

---

**Request for information on processing**

(Art. 7, paragraph 2 of the Code)

I, the undersigned, would like to know:

- the origin of the data (namely the party or specific source from which it was obtained);

- the purpose of the data processing concerned;
- the methods by which said processing is carried out;
- the logic applied to processing carried out using electronic instruments;
- details identifying the data controller (or the public administration, public or private legal entity, association or organisation processing the data);
- details identifying the data supervisor/s (if appointed in accordance with Art. 29 of the Code);
- the entities or categories of entities to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as data supervisors, persons in charge of data processing or designated representative in the State's territory;
- details identifying the representative of the data controller in the State's territory (if appointed in accordance with Art. 5 of the Code).

This request concerns (specify the personal data, categories of data or processing to which reference is made):

.....

.....

.....

(only place a cross in the relevant boxes)

**Request for intervention on data**

(Art. 7, paragraph 3 of the Code)

I, the undersigned, ask that the following operations be carried out:

- data update;
- data correction;
- data supplementation;
- deletion of data processed in breach of the law (including that which need not be saved);
- anonymisation of data processed in breach of the law (including that which need not be saved);
- blocking of data processed in breach of the law (including that which need not be saved);
- certification that said intervention on the data has been brought to the attention, also with regards to its content, of those to whom the data has been communicated or disclosed.

This request concerns (specify the personal data, categories of data or processing to which reference is made):

.....

.....

.....

**Opposition of processing for advertising purposes**

(Art. 7, paragraph 4 of the Code)

() I, the undersigned, oppose the processing of my personal data, where it is carried out for the purpose of sending advertising materials or direct selling, or for the performance of market or commercial communication surveys.

**Opposition of processing on legitimate grounds**

(Art. 7, paragraph 4 of the Code)

() I, the undersigned, oppose the processing of my data on the following legitimate grounds:

.....  
.....  
.....

This request concerns (specify the personal data, categories of data or processing to which reference is made):

.....  
.....  
.....

**Contact details for reply:**

() Postal address .....  
(Street) .....  
(Town/City) .....  
(Province) ..... (Postcode) .....

---

**Specific comments**

I, the undersigned hereby specify (provide any explanations that may be useful or specify any documents attached):

.....  
.....  
.....  
.....

Details of an identification document\*:

.....

.....  
*(Place and date)*

.....  
*(Signature)*

\* Show or attach a copy of an identification document.