**Request made by**

(Data required for identifying and contacting the person)

|  |  |
| --- | --- |
| Name: first and last name | Personal identification code |
| Address | Phone |
| E-mail | |
| Preferred method of contact: e-mail  regular mail | |

**Object of request**

|  |
| --- |
| I request the correction of the following personal data concerning me: |

|  |
| --- |
| I request the erasure of the following data concerning me: |

|  |  |
| --- | --- |
| Date | Signature and name in print |

**Actions by data controller**

The data subject’s personal data will not be processed or it has been removed.

The data requested by the data subject has been corrected and the data subject has received notice of it; date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The data requested by the data subject has been erased and the data subject has received notice of it; date: \_\_\_\_\_\_\_\_\_\_\_\_

Correction or erasure request denied partly or fully and an account of the reasons sent to the data subject; date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date, signature of person who corrected or removed the data, name in print, and job title**

|  |  |
| --- | --- |
| **Date** | **Signature, name in print, job title** |