

EXERCISE OF THE RIGHT TO DATA PORTABILITY

DETAILS OF THE DATA CONTROLLER.

Name / Company Name..... Address of the Office / Service on which
the right to data portability is exercised: C/Plaza
..... nº Postcode Town/City
..... Province
Autonomous Community

DETAILS OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE.

Mr./Ms., of legal age, residing
at C/Plaza
nº....., Town/City Province
Postcode Autonomous Community with ID card (DNI)
....., and email..... hereby exercises the right to data
portability pursuant to Article 20 of Regulation (EU) 2016/679, General Data Protection Regulation
(GDPR).

I REQUEST

That their personal details are provided to them within a period of one month in a structured,
commonly used and machine-readable format.

Where applicable, that the abovementioned personal details are sent directly to the data controller
..... (specify name or company name), provided that this is
technically possible.

Inon.....20.....

Signed

.....

INSTRUCTIONS

1. The Form will be used by data subjects who wish to receive their personal details in a structured, commonly used and machine-readable format.

It may also be used if they wish for the abovementioned personal details to be sent directly from one data controller to another, if this is technically possible.

2. They will need to provide a photocopy of their National ID card (DNI) or equivalent legally valid ID document in case the data controller has doubts about their identity. If acting through a legal representative, they will also need to provide a copy of their National ID card (DNI) and documents accrediting their role as representative.

3. The Spanish Data Protection Agency does not hold their personal details and can only provide the contact details of the Data Protection Officers of the companies that were obligated to appoint one and have notified the Agency of said appointment. It can also provide the contact details given by companies that have voluntarily appointed an Officer and notified the Agency of this.

4. The individual whose personal details are being processed must contact the public or private body, company or professional that it believes or knows possesses its details directly.

5. In order for the Spanish Data Protection Agency to process their complaint if their request to exercise their right to data portability has not been honoured within one month, one of the following documents must be provided:

- the refusal of the data controller to transfer the details requested.
- copy of the portability request form stamped by the data controller.
- copy of the portability request form stamped by the post office or copy of proof of posting by certified post.
- any other form of proof provided by the data controller that indicates they have received their request.