**A - DATA SUBJECT RIGHTS REQUEST FORM**

 **Home.Tour S.r.l.**

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Subject: **EXERCISE OF RIGHTS REGARDING PERSONAL DATA PROCESSING**

I, the undersigned,

* **Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Place and date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

hereby exercise my rights regarding the processing of personal data (REGULATION (EU) 2016/679)5 through this request.

REQUEST METHOD

VIA EMAIL

The **data subject** may submit their request as follows:

1. By sending an email to the data controller's email address. The email must include the following attachments:

a) The "Data Subject Rights Request Form";
b) A copy of a valid identity document of the data subject, if the request is submitted directly by the data subject;
c) A copy of a valid identity document of the requester, if the request is submitted by a third party (including a family member);
d) A written authorization from the data subject, if the request is submitted by a third party (including a family member);
e) A request on the lawyer’s official letterhead, if the request is submitted by a legal representative.

5 **Derogations to the rights** recognized by the Regulation are permitted, but only on the basis of national legislative provisions, in accordance with Article 23 as well as other articles related to specific areas (see, in particular, Article 17, Paragraph 3, regarding the right to erasure/"right to be forgotten," Article 83 – processing for journalistic purposes, and Article 89 – processing for scientific or historical research or statistical purposes).

BY REGULAR MAIL

1. By writing to the data controller's registered office address, the request must include the following attachments:

a) The "Data Subject Rights Request Form";
b) A copy of a valid identity document of the data subject, if the request is submitted directly by the data subject;
c) A copy of a valid identity document of the requester, if the request is submitted by a third party (including a family member);
d) A written authorization from the data subject, if the request is submitted by a third party (including a family member);
e) A request on the lawyer’s official letterhead, if the request is submitted by a legal representative.

* **ACCESS TO PERSONAL DATA** (Tick the relevant options)

(Article 15 of Regulation (EU) 2016/679)

The undersigned intends to access their personal data and specifically:

☐ requests confirmation of whether or not personal data concerning them is being processed and, if so, requests access to the personal data and the following information:

a) the purposes of the processing;
b) the categories of personal data concerned;
c) the recipients or categories of recipients to whom the personal data has been or will be disclosed, particularly if they are recipients in third countries or international organizations;
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 of the data subject to request from the data controller the rectification or erasure of personal data, or restriction of processing of personal data concerning them, or to object to such processing;
f) the right to lodge a complaint with a supervisory authority;
g) where the personal data is not collected from the data subject, any available information as to its source;
h) the existence of automated decision-making, 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 envisaged consequences of such processing for the data subject.

☐ requests that the same data be provided in an intelligible form, meaning in a structured, commonly used, and machine-readable format (Right to Data Portability - Article 20 of Regulation (EU) 2016/679)6;

☐ requests to be informed, where personal data is transferred to a third country or an international organization, of the existence of appropriate safeguards under Article 46 of Regulation (EU) 2016/679 related to the transfer.

This request concerns (specify the personal data, data categories, or the processing to which it refers):

* **RECTIFICATION OF PERSONAL DATA** (Tick the relevant options)

(Article 16 of Regulation (EU) 2016/679)

The undersigned requests the following actions to be carried out:

☐ rectification of data;
☐ integration of data;
☐ updating of data.

This request concerns (specify the personal data, data categories, or the processing to which it refers):

* **ERASURE OF PERSONAL DATA7** (Tick the relevant options)

(Article 17 of Regulation (EU) 2016/679)

The undersigned requests the erasure of personal data ("right to be forgotten") for the following reason:

☐ The personal data is no longer necessary for the purposes for which it was collected or otherwise processed;
☐ The undersigned withdraws consent on which the processing is based in accordance with Article 6, paragraph 1, letter a), or Article 9, paragraph 2, letter a), and there is no other legal basis for the processing;
☐ The undersigned objects to the processing pursuant to Article 21, paragraph 1, and there is no overriding legitimate reason to continue the processing, or objects to the processing pursuant to Article 21, paragraph 2;
☐ The personal data has been processed unlawfully;
☐ The personal data must be erased to comply with a legal obligation under Union or Member State law to which the data controller is subject;
☐ The personal data was collected in relation to the provision of information society services referred to in Article 8, paragraph 1.

This request concerns (specify the personal data, data categories, or the processing to which it refers):

* **RESTRICTION OF PERSONAL DATA PROCESSING** (Tick the relevant options)

(Article 18 of Regulation (EU) 2016/679)

The undersigned requests the restriction of personal data processing for the following reason:

☐ The undersigned disputes the accuracy of the personal data;
☐ The processing of personal data is unlawful;

6 L'esercizio del diritto alla portabilit√† dei dati trova applicazione qualora:

1. il trattamento si basi sul consenso ai sensi dell'articolo 6, paragrafo 1, lettera a), o dell'articolo 9, paragrafo 2, lettera a), o su un contratto ai sensi dell'articolo 6, paragrafo 1, lettera b); e
2. il trattamento sia effettuato con mezzi automatizzati.

7 In the event of exercising the right to be forgotten through an explicit request for the erasure of personal data processed by the data controller, please note that such data will be retained, in a protected form with restricted access, solely for the purpose of detecting and preventing crimes, for a period not exceeding 12 months from the date of the request. After this period, the data will be securely erased or irreversibly anonymized

* Although the data controller no longer needs the personal data for processing purposes, the undersigned requires them for the establishment, exercise, or defense of a legal claim.

This request concerns (specify the personal data, data categories, or the processing to which it refers):

**OBJECTION TO PERSONAL DATA PROCESSING** (Tick the relevant options)

(Article 21 of Regulation (EU) 2016/679)

**A)** The undersigned requests to object, for reasons related to their particular situation, to the processing of personal data concerning them pursuant to Article 6, paragraph 1, letters e) or f), including profiling based on these provisions. The undersigned requests to object, **for reasons related to their particular situation8**:

☐ to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller (Article 6, paragraph 1, letter e);
☐ to processing necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, provided that the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data do not override those interests, particularly when the data subject is a minor (Article 6, paragraph 1, letter f);
☐ to the processing of personal data concerning them where the data is processed for scientific or historical research purposes or for statistical purposes in accordance with Article 89, paragraph 1, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

The undersigned objects to the processing of data for the following reasons related to their particular situation:

8 In the event of exercising the right to object, for reasons related to one's particular situation, to the processing of personal data pursuant to Article 6, paragraph 1, letters e) or f), including profiling based on these provisions, please note that the data controller shall refrain from further processing the personal data unless they demonstrate compelling legitimate grounds for the processing that override the interests, rights, and freedoms of the data subject or for the establishment, exercise, or defense of legal claims.

A) The undersigned requests to object to the processing of personal data collected for the following purposes:

☐ direct marketing;
☐ profiling.

The undersigned reserves the right to appeal to the judicial authority or the Data Protection Authority if no adequate response is received within one month from the receipt of this request, including in the case of a refusal.

**Contact details for the response:**

**Postal address:**

Street/Square: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**or**

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**or**

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIONAL NOTES

 The undersigned specifies (provide any useful explanations or indicate any attached documents):

*Identification Document Details9:*

(Place and date) (Signature)

9 Present or attach a copy of an identification document if the identity of the requester cannot be verified through other means.