

## **EXERCISE THE RIGHT TO DATA PORTABILITY**

### **CONTROLLER DATA**

Name/Company: \_\_\_\_\_, Address of the Office or Service  
where the right of Erasure is exercised: Street: \_\_\_\_\_, Number: \_\_\_\_\_,  
Postal Code: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_, Country: \_\_\_\_\_.

### **INTERESTED PARTY DATA/LEGAL REPRESENTATIVE DATA**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Identification Number: \_\_\_\_\_, E-mail: \_\_\_\_\_.

By means of this document, I exercise my right to data portability, in accordance with the provisions of Article 20 of the Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

### **REQUEST**

That my personal data be provided within a month in a structured, commonly used and machine-readable format.

In case, that the aforementioned personal data be transmitted directly to the person in charge  
\_\_\_\_\_ (*specify name or  
company name*), whenever technically possible.

In: \_\_\_\_\_, Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

## **INSTRUCTIONS**

1.- This requested form will be used by the affected party who wants their personal data to be provided in a structured, commonly used and machine-readable format.

It may also be used if you would like the aforementioned personal data to be transmitted directly from Controller to Controller, when technically possible.

2.- It will be necessary to provide a photocopy of the Identification Card or the equivalent document that proves your identity and is considered valid in law, in those cases in which the Controller has doubts about his/her identity. In the event of acting through legal representation, an Identification Card and a document accrediting the representative's representation must also be provided.

3.- The Spanish Agency for Data Protection does not have your personal data and can only provide the contact details of the Data Protection Delegates of the entities obliged to designate one that have communicated their appointment to the Agency. You can also provide these contact details regarding those entities that have voluntarily designated a Delegate and have communicated it.

4.- The owner of the personal data subject to treatment must go directly to the public or private body, company or professional that they presume or are certain that possess his or her data.

5.- In order for the Spanish Data Protection Agency to process your claim in the event that your request to exercise the right to object has not been met, it is necessary that one month has elapsed since the submission of the request for which the right to object is exercised, and that one of the following documents be provided, together with the document that, if applicable, has been received from the data controller:

- × The refusal of the Controller to the right to data portability
- × A copy, stamped by the Controller, of the right data portability request form
- × A copy of the right to data portability requested form, stamped by the post office or copy of the receipt of the shipment by certified mail
- × Any other means of proof provided by the Controller and from which receipt of the request can be deduced