Loi Informatique et Libertés (French Data Protection Act (DPA))

Form for requesting exercise of data subjects' rights

* Mandatory requirement for handling your request

Title *: ❏ Mr ❏ Ms

Forename :_____ **Name** :_____

I am an Atout France customer* : Yes / No

I am an Atout France member* : Yes / No

I am an Atout France partner* : Yes / No

I am a user of the Atout France public service* : Yes / No

I am a third party vis-à-vis Atout France* : Please give details …………………

I wish to exercise a right on the system indicated – what use is made of your personal data concerned by this request?

System * (1) :_____

Personal data concerned: _____

(1) indicate at least one System

Right Exercised (select the right that you wish to exercise)

    1/ ❏ **Rectification**

Rectification requested: _____

_____

Reason: _____

    2/ ❏ **Access** ❏   current value ❏ for the period from: /   /   to   /   /_

Any copying expenses may be charged to the applicant (Article 39-I-5 of the French DPA)

    3/ ❏ **Objection for legitimate reason**

Reason for the objection: _____

    4/ ❏ **"Right to be forgotten"**

❏ For the period from: /   /   to   /   /_

Reason for the request:

_____

_____

5/ ❑ **Portability**

Reason for the request: _____

_____

Recipient of data (if other than the applicant) :

_____

_____

6/ ❑ **Testamentary Instructions**

Documents attached to my request:

Justification: _____

Detailed description attached: ❑

Date of request: Signature:

Your personal data are processed and retained solely for the purpose of dealing with your request. They are for internal use by the departments concerned or the processors responsible for execution. In accordance with Law 78-17 of 6 January 1978 (the French DPA), you have the right to object for legitimate reasons, the right of access, the right to rectification and the right to issue testamentary instructions. These rights can be exercised by applying to contact.rgpd@atout-France.fr

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Tracking of exercise of rights – Data subjects

Request Ref. No. : _

1/ Received   **Date**:   /   /_

File complete: ❏Yes ❏No

Missing item: ❏ Form ❏ Attachment

Description: _ : _____

Initials:

2/ Analysis **– Legitimate request**: ❏ Yes ❏ No   **Date**:   /   /_

Reason for rejection: _

Action recommended: _

_____

_____

Complementary description attached ❏ Yes

Initials:

3/ Validation **of Recommendations**: ❏ Yes ❏ No   **Date**:   /   /

Other action to be taken: _____

_____

Complementary description attached ❏ Yes

Department in charge of processing: _____

Initials:

4/ Processing **– Initials** of the operator: _   **Date carried out**:   /   /_

Result of searches: ❏Person Identified ❏ Not present in the system ❏ Data deleted

Operation carried out: _____

_____

Initials:

5/ Response **– Initials** of the operator: _   **Date of response**:   /   /_

❏ Post ❏ E-mail

Initials: