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
### Tracking of exercise of rights – Data subjects

<table>
<thead>
<tr>
<th>Request Ref. No.</th>
<th>Date: / /</th>
</tr>
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#### 1/ Received

- **File complete:** Yes [ ] No [ ]
- **Missing item:** Form [ ] Attachment [ ]
- **Description:**

  - **Initials:**

#### 2/ Analysis – Legitimate request:

- **Date:** / / 
- **Reason for rejection:**

  - **Action recommended:**

  - **Complementary description attached:** Yes [ ] No [ ]

  - **Initials:**

#### 3/ Validation of Recommendations:

- **Date:** / / 
- **Other action to be taken:**

  - **Complementary description attached:** Yes [ ] No [ ]

  - **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:**