

Sender:

Name/Surname

Address

Postcode/Town

Place and date

Registered

Data controller

.....

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Request for information

Dear Sir or Madam

Based on Article 25 of the Federal Act of 25 September 2020 on Data Protection (FADP), I am writing to request that you provide me with the following data in writing within 30 days of receipt of this letter:

1. the identity and contact information of the data controller;
2. the personal data being processed as such;
3. the purpose of processing the data;
4. the period of time that the data will be kept or, if this is not possible, the criteria for deciding the period of time;
5. available information on the origin of the data (in cases where I have not provided the data myself);
6. any automated individual decision-making, as well as of the logic on which the decision is based (in relevant cases);
7. recipients or categories of recipients to whom the data may have been disclosed (in relevant cases);
8. if data have been communicated abroad, the name of the country or international body to which they have been communicated and the protection provided in accordance with Article 16 para. 2 of the FADP or the exception applied in accordance with Article 17.

I would be grateful for confirmation that the information sent to me is complete and correct.

If you refuse to provide this information, I would ask you to please indicate the reason for your refusal within the same timeframe, in accordance with Article 26 para. 4 FADP.

If there is no response within the stated timeframe, or if the response is incomplete or imprecise, I reserve the right to take legal action.

If the personal data have been processed by a subcontractor, you are still required to provide the information requested.

Thank you in advance for your assistance.

Signature