

Spett.le

**BS4 SA**

Corso San Gottardo 54/A

6830-TI Chiasso (Svizzera)

e-mail: [privacy@bs4corp.com](mailto:privacy@bs4corp.com)**FORM FOR EXERCISING RIGHTS****IN RELATION TO THE PROTECTION OF PERSONAL DATA***(Articles 25, 28, 30–32 of the Federal Act on Data Protection – nLPD, and**Articles 15–22 of Regulation (EU) 2016/679 – GDPR)**Applicable to the data subject under both European Union law and Swiss law*

The undersigned (Surname and Name)

Address \_\_\_\_\_ City \_\_\_\_\_ (\_\_\_\_)

Tax code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Identification document:

Type of document (identity card/passport/driving license): \_\_\_\_\_

Document number \_\_\_\_\_ Expiry date \_\_\_\_\_;

☐ on one's own behalf☐ on behalf of the person represented or legally assisted:

Surname and Name

Address \_\_\_\_\_ City \_\_\_\_\_ (\_\_\_\_)

Tax code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Identification document:

Type of document (identity card/passport/driving license): \_\_\_\_\_

Document number \_\_\_\_\_ Expiry date \_\_\_\_\_;

☐ in the exercise of parental responsibility;☐ as \_\_\_\_\_ (guardian/curator/support administrator), pursuant to the decision of the Guardian of the Court of \_\_\_\_\_

Case number \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_;

☐ in the exercise of the following capacity entailing legal representation or assistance of the person on whose behalf they are acting (indicate the capacity of the person acting and the powers deriving therefrom)**REQUESTS**

that the following rights concerning the protection of personal data be exercised, pursuant to Articles 25, 28 and 32 of the new Federal Act on Data Protection ("nLPD") and/or Articles 15–22 of Regulation (EU) 2016/679 ("GDPR"), depending on the legislation applicable to the processing:

**1. Access to personal data***(Art. 15 GDPR – Art. 25 nLPD)*

The undersigned (tick only the boxes of interest):

- ☐ requests confirmation as to whether or not personal data concerning them, or concerning the person they represent or legally assist, is being processed;
- ☐ if confirmed, requests access to such data, a copy thereof, and the information provided for under Art. 15(1) GDPR and Art. 25 nLPD, to the extent not already in their possession, and in particular:
  - ☐ the purposes of the processing;
  - ☐ the categories of personal data processed;
  - ☐ the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
  - ☐ the envisaged period for which the personal data will be stored or, if that is not possible, the criteria used to determine that period;
  - ☐ the origin of the data (i.e. the party or specific source from which they were obtained);
  - ☐ the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for the data subject.

**2. Rectification or erasure of personal data or restriction of processing***(rectification: Art. 16 GDPR – Art. 32(1) nLPD; erasure: Art. 17 GDPR – Art. 32(2)(c) nLPD; restriction: Art. 18 GDPR – Art. 32(2)(a) and (b) nLPD)*

- ☐ rectification and/or updating of the data;
- ☐ erasure or destruction of the data, for the following reasons (among those permitted under Art. 17 GDPR, i.e. unlawful processing or objection to processing carried out for the performance of a task in the public interest or in the exercise of official authority; or, under Art. 32(2)(c) nLPD, where the processing is unlawful):

---

---

---

- ☐ restriction of processing (blocking of disclosure to third parties or prohibition of a specific processing operation) for the following reasons (tick the boxes of interest):

- ☐ inaccuracy of the personal data;
- ☐ unlawfulness of the processing;
- ☐ the data are needed for the establishment, exercise or defence of a legal claim;
- ☐ objection to the processing of the data (Art. 21(1) GDPR; or, for Switzerland, a request for the prohibition of a specific processing operation pursuant to Art. 32(2)(a) nLPD).

This request concerns (indicate the personal data, categories of data, or processing operation referred to):

---

---

---

Pursuant to Art. 19 GDPR (and, to the extent applicable, Art. 32(3) nLPD), disclosure is requested of the recipients to whom the personal data have been transmitted.

**3.3. Data portability***(Art. 20 GDPR – Art. 28 nLPD)*

With reference to the personal data provided to the controller, the undersigned requests to (tick only the boxes of interest):

- ☐ receive such data in a structured, commonly used and machine-readable format;
- ☐ have such data transmitted directly to the following different controller (specify the controller's identifying and contact details):

---

---

---

This request concerns (indicate the personal data, categories of data, or processing operation referred to):

---

---

---

#### **4.4. Objection to processing**

*(Art. 21 GDPR; for Switzerland, request for the prohibition of a specific processing operation pursuant to Art. 32(2)(a) nLPD)*

The undersigned objects to the processing of their personal data carried out (tick only the boxes of interest):

- ☐ for the performance of a task carried out in the public interest or in the exercise of official authority, for the following reasons relating to their particular situation (specify):

---

---

---

#### **Additional remarks**

The undersigned further states as follows (provide any useful explanations or indicate any documents enclosed):

---

---

---

#### **Contact details for the reply**

Postal address \_\_\_\_\_

Street/Square \_\_\_\_\_

Postcode \_\_\_\_\_ City \_\_\_\_\_ (\_\_\_\_)

or

Email/PEC (certified email): \_\_\_\_\_

Place and date

Signature of the requester

If the request is submitted electronically, please attach a copy of the applicant's valid identification document.

*Note: the Swiss nLPD does not provide for a catalogue of rights identical to that of the GDPR. The rights of rectification, erasure/destruction and restriction are exercised here as actions under Art. 32 nLPD; the right to object corresponds, under Swiss law, to the request for the prohibition of a specific processing operation (Art. 32(2)(a) nLPD). This form is designed to be used indifferently in the presence of processing subject to the GDPR and/or the nLPD.*