# Data subject Request Form

Please use this form when you want us to provide you with a copy of any of your personal data, you wish us to amend, erase, restrict processing or transfer your personal data The European Money Markets Institute holds. The right of access to this information is ensured by the European General Data Protection Regulation 2016/679 (hereinafter **GDPR**) which came into effect on 25 May 2018.

EMMI commits to respond in any event within one month at the latest about:

* Receipt of your request;
* If EMMI needs any other information from you to provide to fulfil your request.

Please, send this form completed to the responsible of Data Privacy via the following address:

[dataprivacy@emmi-benchmarks.eu](mailto:dataprivacy@emmi-benchmarks.eu)

## Details of the person requesting the information

|  |  |
| --- | --- |
| Name: |  |
| Phone number: |  |
| Address: |  |
| Email address: |  |

## Details of the Data subject if different from 1.1

|  |  |
| --- | --- |
| Name: |  |
| Phone number: |  |
| Address: |  |
| Email address: |  |

# For information requests

Please, tick the boxes corresponding to your request:

I would like to know

* why does EMMI process the specified personal data:
* With whom does EMMI share the specified personal data:
* What is the source of collection of the specified personal data:

# For the below request types

Please, tick the boxes corresponding to your request:

* Access to personal data:
* Erasure of personal data:
* Restriction of processing activities:
* Object to processing activities:
* Portability of personal data:

# Any additional information

Please add below any relevant information that could help us answer your request as efficiently as possible.

|  |
| --- |
|  |

# Authentication

Please indicate whether you are:

1. the Data subject and I am making a request for my own personal data: (**Please refer to 5.A)**
2. I am making a personal data request on behalf of the Data subject: (**Please refer to 5.B)**

To ensure EMMI is providing the requested information to the right person, we need you to provide in attachment to this request form:

1. **A proof of identity** if you are the Data subject making a request regarding your own personal data (a copy of an Identity Card or Passport)
2. A **signed written mandate** from the Data subject **and** **a proof of identity** of the Data subject proving you are requesting personal data on behalf of the Data subject.

Please, not that the copies sent must be sufficiently legible and of good quality.

EMMI reserves the right to refuse to provide the personal data in case of unsatisfactory information and authentication.

**Declaration**

I hereby confirm that the information provided is accurate and true in the terms of this *Data subject access request* form and understand that it is necessary for EMMI to identify you as a Data subject but also the person requesting personal data on behalf of Data subject to provide relevant and accurate answers and information.

**Date**…………………… **Signed**……………………