

GDPRism request for information in accordance with Art15 GDPR (EXAMPLE)

This template is based on a template for a request for information from the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (Germany).

The cover letter must be adapted to the scenario in question. The data controller must also be able to clearly identify you so that they do not send the requested information to the wrong person. You should therefore urgently add your full sender details, if necessary with your customer and / or invoice number or with your file number or other details that allow you to be identified with certainty.

Dear Sir or Madam

Pursuant to Article 15(1) GDPR, I hereby request written information from you free of charge as to whether you process personal data concerning me (for the definition of the term "processing", see Article 4(2) GDPR).

If yes, I enclose the following questions:

1. which personal data concerning me do you process?
2. for what purpose(s) do you process this data?
3. where does this data concerning me come from?
4. have you transferred this data to third parties or do you plan to transfer it to third parties? If so, to whom, when and for what purpose(s)?
5. how long will you process my data (keyword: data erasure concept)?
6. have you created a profile regarding my person? If so, please tell me the content of this profile and how it was created.
7. what current score value do you provide for my person and what is the exact meaning of this score value? To whom have you transmitted my score value in the last 12 months? What individual data is this score calculation based on? Where did you get this data from?
8. do you process the data concerning me with the help of further automated decision-making? If yes, please explain with meaningful information the logic involved as well as the scope and intended effects of the procedure(s) used.

I look forward to receiving your written response by post without delay, but at the latest within one month (Article 12 (3) GDPR) of receipt of this letter.

Thank you in advance.

Yours sincerely



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