

DATA PORTABILITY REQUEST ('DPR') FORM

FOR COMPLIANCE WITH GDPR (MAINLY ARTICLE 20)

1. Data Portability Requests (DPRs) can be made for or on behalf of a Data Subject ("**You**") to a Data Controller, who the Data Subject reasonably believes may be processing personal data belonging to him/her. Subject to certain exceptions, DPRs allow *You* to have Personal Data transmitted to *You* or to another Data Controller. Data Controllers are not obliged to receive information following a DPR.
2. This portability right applies **ONLY** to Personal Data which has been processed by Carmelo Caruana Company Limited on the basis of the following grounds: **(1)** The processing of the Personal Data is based on *Your Consent*; **or** the processing of the Special Categories of Personal Data is based on *Your Explicit Consent*; **or** the processing of the Personal Data is **necessary for the performance of a contract** to which *You* are a party or in order to take steps at *Your* request prior to entering a contract; **AND (2)** the processing is carried out by automated means. The right applies only to personal data actively provided by *You* and personal data resulting from the observation of *Your* behaviour but not to personal data that is derived or inferred from *Your* use of services or inferred from *your* behaviour by the Controller.
3. Data Protection legislation caters for limitations and exceptions to the Portability Right. Prior to any disclosure resulting from an DPR the Controller must evaluate whether any such limitation or exception applies. Where exceptions are deemed to apply, *You* will be informed.
4. Personal data must be provided in a structured, commonly used and machine-readable format. This format aims for interoperability (not necessarily compatibility). Where this is not possible *You* will be informed.
5. The DPR is at no cost to *You*. However, if DPRs are manifestly unfounded or excessive the Controller has an option to charge a reasonable fee or refuse to act upon the request.
6. The Data Controller may request *You* to provide information to verify *Your* identity. The Data Controller may request *You* to provide more granular information to facilitate the sourcing of personal data which *You* believe may be processed by the Data Controller.
7. A Data Controller must provide information on action taken following a DPR without undue delay and in any event within one (1) month of receipt of the request. This may be extended for a further two (2) months where necessary – in which case *You* will be informed.
8. Once Personal Data is transmitted by Carmelo Caruana Company Limited to *You* (or to another Controller on *Your* request), Carmelo Caruana Company Limited no longer remains responsible for the security and further processing of *Your* Personal Data. **YOU ARE REMINDED TO TAKE ALL REASONABLE ORGANISATIONAL AND SECURITY MEASURES TO SECURE LAWFUL PROCESSING OF THE PERSONAL DATA AND TO ENSURE THAT THE OTHER CONTROLLER UNDERSTANDS ITS OBLIGATIONS AT LAW.**
9. *You* have the right to lodge a complaint with the supervisory authority.
10. This form must be forwarded to Carmelo Caruana Company Limited's Data Protection Officer in the following manner: dpo@carmelocarwana.com or mail to Carmelo Caruana Company Limited, Nineteen Twenty Three, Valletta Road, Marsa MRS 3000 Malta.
11. For any queries please contact Carmelo Caruana Company Limited's Data Protection Officer in the following manner: dpo@carmelocarwana.com or mail to Carmelo Caruana Company Limited Nineteen Twenty Three, Valletta Road, Marsa MRS 3000 Malta.

DECLARATION

I, _____, the undersigned and the person making this request, confirm that the information provided in this Form is correct and true and assume full responsibility in case of error or omission.

Signature: _____

Date: _____

Name + Surname _____

TABLE 1

DATA SUBJECT DETAILS:

Please insert the details of the person to whom the personal data relates (i.e. the **Data Subject**) and in relation to whom the DPR is being made.

Title	Mr <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Name + Surname				
Current Address				
Telephone number				
Mobile number				
Email address				
Date of birth				
Details of identification provided to confirm name of data subject				
Details of data requested				
Relationship with Data Controller	<i>(e.g. employee, client, supplier, etc)</i>			

TABLE 2

DETAILS OF PERSON REQUESTING THE INFORMATION:

Please insert the details of the person making the DPR.

Are you the Data Subject?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you acting on behalf of the Data Subject with their [written] or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please state your relationship with the Data Subject (e.g. parent, legal guardian, lawyer etc)	
Please enclose proof that you are legally authorised to request this personal data.	
Title	Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Other: <input type="checkbox"/>

Name + Surname	
Current Address	
Telephone number	
Mobile number	
Email address	

TABLE 3

DETAILS OF PERSON/ENTITY TO WHOM THE PERSONAL DATA IS TO BE TRANSMITTED

Please select to whom the Data Subject wants the Personal Data to be transferred

	Tick as applicable
1. To the Data Subject him/herself	<input type="checkbox"/>
2. To a third-party Controller	<input type="checkbox"/>

TABLE 4

DETAILS OF PERSON REQUESTING THE INFORMATION:

Please insert communication/transmission details

	Insert as applicable	
1. To the Data Subject him/herself	Name	
	Surname	
	Email Address	
	Other requirements	
2. To a third-party Controller	Entity Name	
	Registration Number	
	Email Address	
	Contact Person	
	Contact Details	
	Other requirements	
	Is the third-party controller informed	YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes how? _____

The Controller reserves the right to verify the information provided in this form.