

EXERCISING THE RIGHT OF PORTABILITY

In [] on [] 20[]

I, [] aged 16 or over, with email address [] acting on my own behalf, or acting as a representative of [] with email address [], duly authorized to exercise the right of portability on behalf of the data subject, by sending an email to the data controller responsible for the personal data, from the email address of the data subject and by which they are identified,

by means of this writing, and in accordance with the provisions of articles 20 of the GDPR¹ and 23 of the LQPD²

HEREBY REQUEST

that my personal data (or those of my represented) be provided to me in a structured, commonly used and machine-readable format, within the deadline established by the applicable current regulations:

- To myself,
- Directly to the following controller, provided it is technically possible:

- Name or company name:

[]

I request that my request be handled in accordance with the terms set forth above, within the deadline established by the applicable current regulations.

Signed:

[]

1 Regulation (EU) 679/2016 of the European Parliament and of the Council, of April 27, 2016, relating to the protection of natural persons with regard to the processing of personal data and the free movement of such data.
2 Law 29/2021, of October 28, qualified as protection of personal data.

INSTRUCTIONS

1. The Model will be used by the data subject who wishes to receive their personal data in a structured, commonly used and machine-readable format. It may also be used if the data subject wishes for said personal data to be transmitted directly from controller to controller when technically possible.
2. You should only fill in the fields of the form that you consider necessary to identify yourself to our organization, including the signature field (which can be done by hand if sending the form by postal mail, or by electronic signature with a recognized certificate in the Principality of Andorra as indicated by the Government of Andorra on its website <https://signatura.govern.ad/signpdf/index.jsp>) and send it to the email address (digitized) or postal address indicated in our privacy policy, as data controllers. If you send us the form by postal mail, do not forget to fill in the field for your email address so that we can contact you again. If we cannot authenticate your identity and you have not provided us with the means to request additional proof, we will not be able to handle your request.
3. If we are unable to authenticate your identity with the data provided in this form, we will contact you to request further proof of your identity.
4. In order for your Data Protection Agency (in the case of the Principality of Andorra, the APDA) to process your complaint in case you consider that we have not properly addressed your request to exercise your rights, it is necessary that the deadline established by the applicable current regulations has elapsed since the submission of this request or since we have been able to properly authenticate your identity, and that you provide, along with the letter we have sent you in response to your request, one of the following documents:
 - Copy of the stamped request form by our data protection officer.
 - Copy of the stamped request form by the post office or a copy of the certified mail receipt.
 - Receipt acknowledgement of the email in which you send us the request (as data controllers, we will send you the acknowledgement receipt as soon as we receive your request, if you have not received it, please consider that your email may have gone to our spam folder or got lost in transit, and please contact us again by email or phone).
 - Any other evidence provided by us that may demonstrate the receipt of the request.