Data Protection Office

EPO request for the exercise of data subject rights

To respond more promptly and precisely to data subjects' requests, the Office needs certain preliminary information to always be provided within the request. Therefore, we encourage you to fill in the form below and to attach it to your request sent by email to the Office.

Questions	Information to be provided by the data subject
1. **Identity of the data subject: first name, surname, email address and/or username (if you have an EPO account on any of our online systems).**	First name Surname Email address Username
2. **In which capacity are you contacting the Office?** E.g., individual contacting the Office in their own capacity (for example, as an event attendee), representative, stakeholder, patent applicant, job applicant, etc.	
3. **Describe the activity/procedure/event that your request relates to.** E.g., name of the newsletter received, name of the event, patent application procedure, which job application, etc.	
4. **If you have this information − which operational unit is responsible for the activity at stake?** (You can find this information in the relevant data protection statement or record. You may also consult this list). E.g., HR, Communication, Patent Academy, etc.	
5. **What was the last interaction you had with the Office?** E.g., interaction number, date, subject, contact person, subscription to a newsletter, a patent application, attendance at an event, a job application, an exchange of emails, etc.	

Questions	Information to be provided by the data subject
6. **What right(s) would you like to exercise?** E.g., right of information, of access, to rectification, to erasure, to restriction of processing, to portability, to object, to not be subject to a decision based solely on automated processing.	
7. **Please briefly outline your reasons for filing this request.**	
8. **Have you already filed a request or a complaint relating to this data protection matter and/or based on identical or similar facts to the ones in this request through other channels? If so, which ones?**	
9. **Please provide any additional information.**	