**EXERCISE OF THE RIGH OF ACCESS (1)**

**DATA CONTROLLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right of access your personal data.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right of access, pursuant to article 15 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**REQUESTS,**

His/Her right of access to be freely exercised regarding his/her files and to be provided with a copy of the personal data whose access is required, in the maximum period of a month counted from the receipt of this request, and that the information above mentioned is sent by email in the period of ten days counted from the approval resolution of the access request.

Likewise, it is requested that such information comprises, in a legible and intelligible way, the personal data regarding my person are included in your files, the data that derives from any elaboration or process, as well as the origin of them, the transferees and the specification of the determined uses and purposes for which they were stored.

In............................ at......... of........................... 20......

 Signed,

1. This form is to be used when requesting information on the personal data included in a file. This right is exercised before the data controller of the file.

**EXERCISE OF THE RIGHT TO RECTIFICATION (1)**

**DATA CONTROLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right to rectification regarding your personal data.

El Responsable del Tratamiento de sus datos es ITT, International Trucks & Tractors S.L., con domicilio social en Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona (España) y NIF B59809525 ante el que se ejercita el derecho de rectificación.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right to rectification, pursuant to article 16 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**REQUESTS,**

His/Her right to rectification to be freely exercised regarding his/her files, in the maximum period of ten days counted from the receipt of this request, and the result of the accomplished rectification to be notified by email.

In case the request of accomplishing the proposed rectifications is totally or partially denied in a period of ten working days, he/she to be provided with a reasoned notification so that he/she may seek protection from the national data protection authority.

If the rectified data had been previously communicated, the Data Controller to be notified about the accomplished rectification, so that he can also accomplish the timely corrections and, by doing so, the principle of accuracy of data is respected.

In............................ at......... of........................... 20......

 Signed,

1. This form is to be aimed to the Data controller so that the personal data reflect with veracity the current situation of the data subject.

**EXERCISE OF THE RIGHT TO ERASURE (‘right to be forgotten’) (1)**

**DATA CONTROLLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right to erasure regarding your personal data.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right to erasure, pursuant to article 17 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**REQUESTS,**

His/Her right to rectification to be freely exercised regarding his/her files, in the maximum period of ten days counted from the receipt of this request, and the result of the accomplished erasure to be notified by email.

In case the request of accomplishing the proposed erasures is totally or partially denied in a period of ten working days, he/she to be provided with a reasoned notification so that he/she may seek protection from the national data protection authority.

If the erased data had been previously communicated, the Data Controller to be notified about the accomplished erasure, so that he can also accomplish the timely corrections and, by doing so, the principle of accuracy of data is respected.

In............................ at......... of........................... 20......

 Signed,

1. This form is to be used when requesting the erasure of personal data that are unnecessary or not relevant for the purpose for which the data were collected. The date will be identified and erased, as well as the links to them, the copies or replicas of such data in order to avoid the processing.

**EXERCISE OF THE RIGHT TO RESTRICTION OF PROCESSING (1)**

**DATA CONTROLLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right to restriction of processing your personal data.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right to restriction of processing, pursuant to article 18 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**STATES,**

*(Describe the situation in which the processing of your personal data takes place and enumerate the reasons why you request the limitation of such data)*

In order to prove the described situation, a copy of the following documents is attached:

*(Enumerate the documents you attach to this request to prove the situation you have described)*

**REQUESTS,**

His/Her right to restriction of processing to be freely exercised pursuant to the above mentioned terms. If not, he/she to be provided with a reasoned notification so that he/she may seek protection from the national data protection authority.

In............................ at......... of........................... 20......

 Signed,

(1) This form is to be used when requesting the limitation of the processing of the personal data that are included in a file: to temporary transfer them to another system, avoid the access to users or temporary remove the data that are published on an Internet site. This right may be requested when the data subject has exercised the rights to rectification and to object, and the Data controller has not determined yet if such request shall be approved. The right may also be exercised before the Data controller (public organism or private entity), who is in possession of the data.

**EXERCISE OF THE RIGHT TO PORTABILITY (1)**

**DATA CONTROLLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right to portability regarding your personal data.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right to portability, pursuant to article 20 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**REQUESTS,**

His/Her right to portability to be freely exercised regarding his/her files, in the maximum period of a month counted from the receipt of this request, and the information to be sent by email to the email address above indicated in the maximum period of ten days counted from the resolution approving the portability request.

Likewise, it is requested that such information comprises, in a legible, structured and intelligible way, the personal data regarding my person that are included in your files, the data that derives from any elaboration or process, as well as the origin of them, the transferees and the specification of the determined uses and purposes for which they were stored.

In............................ at......... of........................... 20......

 Signed,

1. This form is to be used when requesting information on your personal data that are included in a file and the transference of such data to another Data controller. The Data controller who receives the request cannot avoid it. The data do not need to be first transferred to the data subject, providing it is technically possible. This right is exercised before the Data controller (public organism or private entity), who is in possession of the data.

**EXERCISE OF THE RIGHT TO OBJECT (1)**

**DATA CONTROLLER**

The Controller of your data is ITT, International Trucks & Tractors S.L., domiciled in Avenida Congost (pol. ind. Congost), 9, Martorell, 08760, Barcelona Spain, with NIF B59809525 and before whom you exercise the right to portability regarding your personal data.

**DATA OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr. / Mrs. .........................................................................................................., of legal age, domiciled in ......................................................................................... number ........, Locality ........................................... Province .......................................... P.C. ............... Region ............................................ with ID .........................., whose photocopy is attached to this document, hereby exercises his/her right to object, pursuant to article 21 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 of April 2016, on Data Protection, and the rest of applicable regulation, and consequently,

**STATES,**

*(Describe the situation in which the processing of your personal data takes place and enumerate the reasons why you object to such processing)*

In order to prove the described situation, a copy of the following documents is attached:

*(Enumerate the documents you attach to this request to prove the situation you have described)*

**REQUESTS,**

His/Her right to object is satisfied in the terms above exposed.

In............................ at......... of........................... 20......

 Signed,

(1)This form is to be used when objecting the processing of personal data that are included in a file. This right is exercised before the Data controller of the file (public organism or private entity), who is in possession of such data.