**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 us, at the following email address: [dataprivacy@hililogistics.com](mailto:dataprivacy@hililogistics.com)
11. For any queries, please contact us, at the following email address: [dataprivacy@hililogistics.com](mailto:dataprivacy@hililogistics.com)

**DECLARATION**

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| --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **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 | Mrs. | Ms | Other: |
| **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** | *(e.g. employee, client, supplier, etc)* | | | | |

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| **TABLE 2** |

**DETAILS OF PERSON REQUESTING THE INFORMATION:**

*Please insert the details of the person making the DPR.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Are you the Data Subject? | | | | | Yes  No | |
| Are you acting on behalf of the Data Subject with their [written] or other legal authority? | | | | | Yes  No | |
| 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 | Mrs. | Ms | Other: | |
| **Name + Surname** |  | | | | | |
| **Current Address** |  | | | | | |
| **Telephone number** |  | | | | | |
| **Mobile number** |  | | | | | |
| **Email address** |  | | | | | |

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| **TABLE 3** |

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

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

|  |  |
| --- | --- |
|  | *Tick as applicable* |
| 1. ***To the Data Subject him/herself*** | **🞎** |
| 1. ***To a third-party Controller*** | **🞎** |

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| **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*** |  |
| 1. ***To a third-party Controller*** | ***Entity Name*** |  |
| ***Registration Number*** |  |
| ***Email Address*** |  |
| ***Contact Person*** |  |
| ***Contact Details*** |  |
| ***Other requirements*** |  |
| ***Is the third-party controller informed*** | **YES 🞎 NO 🞎**  ***If Yes how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

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