

To

Right to rectification pursuant to Article 16 GDPR

To whom it may concern:

Pursuant to Article 16 of the General Data Protection Regulation (GDPR) I demand the following personal data to be corrected without delay:

In line with Article 19 GDPR, you are required to inform other recipients to whom personal data have been disclosed about my demand to have personal data rectified.

Please confirm receipt of my request. In accordance with Article 12(3) GDPR, I ask for information on action taken until the following date at the latest:

In case of non-compliance with my demand, I will contact a data protection authority. Furthermore, I reserve the right to take further legal action, which may include the enforcement of claims for damages according to Article 82 GDPR.

Sincerely,

Signature

Notes on using this sample letter

1. Please enter your address and the company's address. If available, you can add your customer and/or billing number.
2. Write down what data should be corrected.
3. The company needs to respond without undue delay, at the latest within one month of receipt of your request. That's why you can enter a deadline one month and three days (for shipping) after mailing the request.
4. Please send the letter directly to the company in question (not to consumer protection organisations or authorities).

Important: Your request must be handled at no cost to you. Companies can only charge you in cases of unfounded or excessive, repetitive requests.

Find more information on your right to rectification at YourData-YourRights.eu.

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