ARTICLE 20(1) IMPORT OF DATA LETTER

[Data Subject Address]

[Data Controller Address]

[Date]

Dear Sir or Madam,

**Request to Transmit Data under Article 20(1) GDPR**

I am writing to exercise my right as a data subject under Article 20(1) of the General Data Protection Regulation (GDPR) 2016/679.

In particular, I wish to transmit my personal data to you in a structured, commonly used and machine-readable format. This data is in [file format], with [type of information – e.g. step data, search history] within it. I would be happy to provide further details should they be necessary.

I appreciate that Article 20(1) GDPR does not provide details as to how it expects data controllers to receive such data from a data subject. I would be grateful if you could contact me using the [e-mail/telephone/address] below to confirm receipt of the request and also to confirm whether transmission of the relevant personal data is possible.

If it is not possible, please could you further explain if there are any alternative methods of moving my personal data to your service (for example, through existing APIs).

If it is possible, please could you explain the most secure method for me to transmit this data to you.

If you have received this letter and are unsure how to respond to it, please forward it to your Data Protection Officer. If you remain unsure about how to handle this request, please contact the Information Commissioner’s Office on 0303 123 1113, or visit their website at <https://ico.org.uk>.

Please do not hesitate to contact me should you need further information regarding this request.

Yours faithfully,

[Data Subject’s Name]