ARTICLE 20(1) EXPORT DATA LETTER

[Data Subject Address]

[Data Controller Address]

[Date]

Dear Sir or Madam,

**Request for Portable 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 ask that you return to me, within 30 days, personal data that I have provided to you (under the processing terms of my explicit consent or as part of a contract). This data should be provided in a structured, commonly used, and machine-readable format (for example, a .csv or JSON file; a PDF or printed documentation is not appropriate).

My personal details, as relates to my interaction with your organisation, are as follows:

Name: [name, if applicable]

Username: [username]

E-mail Address: [email]

Device type: [if applicable]

Any other information: [if applicable]

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.

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 the preferred method of returning the data to me.

Yours faithfully,

[Data Subject’s Name]