Sender:

First name/last name

Address

Postcode/town

 Place and date

 Registered letter

 Person responsible

**Request for information**

Dear Sir/Madam,

Based on Art. 25 of the Swiss Federal Act on Data Protection (FADP) from September 25, 2020, I kindly ask you to send me in writing and free of charge the following information within 30 days of receipt of this letter:

1. Identity and contact details of the responsible officer;
2. Processed personal data as such;
3. Purpose of processing;
4. Term of retention of the personal data or, if this is not possible, the criteria used to determine the term.
5. Available information about the origin of the personal data, provided it was not obtained from the affected person;
6. If available, the automatic individual decision and logic on which the decision was based;
7. If available, the recipients or categories of recipients to whom personal data is disclosed.
8. In the case of disclosure of the personal data abroad, the country or international entity and guarantees in accordance with Art. 16 para. 2 or application of an exception in accordance with Art. 17 of the FADP.

Please confirm that the information are complete and correct.

If you cannot send me the information, I kindly ask you to provide reasons for your decision in accordance with Art. 26 para. 4 of the FADP by the same deadline.

If you do not reply by the statutory deadline or if your reply is incomplete or incorrect, I reserve the right to take legal action.

If you mandate another party to process personal data, you still have the duty to provide information.

Thank you in advance for your cooperation.

Best regards,

 Signature

Enclosure: Copy of the ID