[*Your* *name*]

[*Street, address*]

[*City*]

[*Country*]

[*Place, date*]

[*Name of recipient*]

[*Street, address*]

[*City*]

[*Country*]

[*email*]

**Your personal data request date 31.05.2018**

Dear Mr/Ms [*Name*],

By email/letter dated 31.05.2018, received on 31.05.2018, you have requested confirmation as to whether or not we process personal data related to you and, where that is the case, access to your personal data.

Within one month of receipt of your request, we hereby confirm that we process personal data related to you. Please find enclosed copy of the personal data undergoing processing.

Besides, with respect to the processing of your personal, we provide you the following information:

1. We process the following categories of personal data [*e.g*. *name, date of birth, address, passport copy, email address, phone number, vehicle registration number, food preferences, special scheme, disability, credit card information, profession, wages, performance data, competition participation, health data and anti-doping records, etc*.].
2. Such data are processed for the following purposes [*e.g. marketing, anti-doping control, performance record, etc*.].
3. Your personal data have been or may be disclosed to the following recipients [*e.g. national federations, organizations and clubs, Wada/NADOs, international multisport organizations (IOC), ethics/compliance independent bodies, governments, public authorities, judicial authorities, CAS, event/competition organizers, media, suppliers, others partners, etc*.].
4. We only keep your personal data for as long as we need them to fulfill the purposes we collected them for, but never for longer than [*2/5/10*] years. We periodically, but at least every [*2/3*] years, check that no data is stored for longer than needed.
5. Upon receipt of the following letter and attachments, you are entitled to request the rectification or erasure of personal data or restriction of processing of personal data. Please email us to the following address [*email address*].
6. If you consider that the processing of your personal data infringes any law, you are entitled to lodge a complaint with a competent supervisory authority.
7. [*if applicable*: We have obtained personal data concerning you directly from you but also from [*e.g. national federations, ethics/compliance independent bodies, etc*.].
8. [*if applicable*: Based on your personal data, decisions shall be taken solely on automated processing. Such decision will produce the following effects [*list of effects for the data subject*]. The automated decision-making is based on the following logic [*describe the logic involved*]].

The attached copy is provided free of charge. For further copies, we might charge reasonable fee based on administrative costs.

We hope this answer meets your expectations. If you have any questions please do not hesitate to contact us at the following address [*email address*].

Sincerely,

[*Name*]