# TEMPLATE

# Information pursuant to Article 13 of the General Data Protection Regulation (GDPR)

**This template is a service by the Data Protection Authority. Please always amend templates to the specific circumstances of your company or institution. In case of inquiries, please contact the Data Protection Authority.**

**Note:**

**- Amend the yellow text passages to match your organization’s circumstances and delete the notes and explanations in red!**

**- Passages in blue are optional and should only be included if they correspond to your organization’s actual situation.**

**- Passages in black are compulsory and are to be communicated in any case.**

## Information pursuant to Article 13 GDPR / Privacy statement

Trust is important, especially when your personal data are concerned. Therefore, we consider it as our duty only to ask for data that are absolutely necessary and to safeguard these data from misuse.

The *Mustermann AG* is strictly following the laws and regulations of data protection when collecting and processing your data.

Hereinafter, you find information about the processing of your data and the vested rights:

### Name and contact information of the controller

*Mustermann AG*

*Address*

*Zip code, City*

*Telephone*

*E-mail*

### Optional: Contact information of the Data Protection Officer (pursuant to Article 37 GDPR)

*Data Protection Officer*

*Mustermann AG*

*Address*

*Zip code, City*

*Telephone*

*E-mail (the e-mail address does not necessarily have to include a name. The function is sufficient)*

### Categories of collected personal data, purposes and lawfulness of processing

The *Mustermann AG* collects the following data:

* *Title, name, surname*
* *Address,*
* *E-mail-address,*
* *Telephone number (landline and/or cell phone),*
* *Date of birth,*
* *Bank details*,
* …  *to be completed with further relevant personal data*

We collect these data

* *to properly identify you as our customer/client/patient etc.;*
* *to conclude a contract, etc.;*
* *to correspond with you;*
* *to bill you;*
* *… to be completed with further purposes*

Your personal data are processed on the basis of Article 6 (1) (XXX) GDPR (please fill in the according letter – see explanations below).

*(If more than one letter applies, please state them separately and add the corresponding data processing.)*

**Explanations:**

- Article 6 (1) (a) GDPR: Data processing based on consent

- Article 6 (1) (b) GDPR: Data processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

- Article 6 (1) (c) GDPR: processing is necessary for compliance with a legal obligation

- Article 6 (1) (e) GDPR: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority;

- Article 6 (1) (f) DSGVO: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

**Note:** If the data processing is necessary for the purposes of the legitimate interests pursuant to Article 6 (1) (f) GDPR, you must tell individuals what the relevant legitimate interests are.

### Optional: Recipients or categories of recipients of the personal data

**Note**: You only need to include this if persons or organizations other than the controller will have access to the personal data. Third parties and processors are considered recipients.

Your personal data will be transferred to

- … (Third parties)

- … (Processors).

### Optional: Transmission of personal data to a third country

It is intended, that your personal data will be transferred to … (a third country/an international organization).

*Insert references to the appropriate or suitable safeguards for the personal data under chapter V GDPR.*

### Storage period of the personal data

After collection, your data will be stored for X days/until etc.

*Alternatively, if no time frame and/or only legal obligations can be given:*

After collection by the *Mustermann AG*, your data will be stored

* for as long as it is required by law (*state applicable laws)*
* for as long as necessary to fulfill the aforementioned purposes and due to legitimate interests

*(Please summarize what the relevant legitimate interests are; e.g. archive, documentation, liability, etc.).*

### Optional: Automated decision-making or profiling

If automated decision-making or profiling is used, please indicate the significance and the envisaged consequences of such processing as well as the logic or algorithm involved.

### Rights of data subjects

**Pursuant to the General Data Protection Regulation you have the following rights:**

1. Obtain appropriate information about the data processed and the categories of personal data, the purposes of the processing, the recipients or categories of recipients to whom your personal data have been or will be disclosed, the envisaged period of storage, the existence of the right to rectify, erase, restrict or object to data processing, the right to lodge a complaint with a supervisory authority, the source of your personal data in case they were not collected through us, and if automated decision-making or profiling is used and in such cases meaningful information about it,
2. Request the rectification, amendment or deletion of false personal data or where wrongfully processed,
3. Demand the restriction of the processing of your personal data,
4. Under certain circumstances, object to the processing of your personal data or revoke a prior granted consent to such processing,
5. Request a copy of all your personal data processed by us in a structured, commonly used and machine-readable format or request the transmission of the data to another controller, and
6. Lodge a complaint with the responsible supervisory authority.

### Optional: Right of revocation after giving consent

If you have consented to the processing of your personal data by *Mustermann AG* you can revoke said consent at any time. The lawfulness of us processing your data is not affected by your revocation for the timeframe between you giving consent and the revocation.

**Note:** Only insert if the processing is based on consent.

### Optional: Right to object regarding Article 6 (1) (f) GDPR

If the processing of your personal data is necessary for the purposes of the legitimate interests pursuant to Article 6 (1) (f) GDPR you have the right to object to the processing of your personal data if there are sufficient reasons arising from your special situation pursuant to Article 21 GDPR.

**Note:** Only insert if the processing is based on Article 6 (1) (f) GDPR.

**If you wish to exercise the aforementioned rights, please contact us via e-mail at** [**\_\_\_\_\_\_@mustermann-AG.li**](mailto:______@mustermann-AG.li) **or via the provided contact details.**