**INSTRUCTIONS FOR THE EXERCISE OF RIGHTS**

**Presentation of the request**

To exercise your rights, you must direct your request to:

1. **By email:**
* To the address of TMB's Data Protection Officer, dpd@tmb.cat

The subject of the mail must indicate " ***Exercise of data protection rights*** ". The e-mail must accompany this completed and signed form, along with any additional documentation that may be relevant.

1. **By Postal Mail:**

TMB

Carrer 60, Número 21-23, Sector A

Polígon Industrial de la Zona Franca

08040 (Barcelona)

It will be clearly indicated on the outside of the envelope "***Exercise of data protection rights***", and the present completed and signed form will be included inside, along with the complementary documentation that, in its case, is relevant.

**Identification of the data subject:**

In cases where there are reasonable doubts about the identity of the data subject, the data controller will request the necessary and appropriate data to confirm their identity (art. 12.6 GDPR).

In the case of wanting to exercise your right of **access to video surveillance images**, it is necessary to clearly identify the date, the specific place and the time. In the same way, you must provide as complementary documentation a copy of an identification document, as well as an updated image of you that allows us to verify and contrast your presence in our records.

**Notification of resolution:**

The deadline for responding to the request is one month from its presentation. However, in view of the complexity and number of requests, the term could be extended up to a maximum of two more months, of which, in the event that it occurs, you will be promptly informed.

The default means of notification is email. If you do not have an e-mail address, please indicate this clearly in the development section and provide a postal address.

**FORM FOR THE EXERCISE OF RIGHTS**

**IN MATTER OF DATA PROTECTION**

**Indicate the Data Controller to whom you are addressing your request::**

[ ]  Transports de Barcelona, SA

[ ]  Ferrocarril Metropolità de Barcelona, S. A.

[ ]  Projectes i Serveis de Mobilitat, S. A.

[ ]  Transports Metropolitans de Barcelona, S.L.

[ ]  Fundació TMB

**Data of the data subject:**

Mr./Ms................................................... ................................................ ......................

IDENTITY CARD ……………………………

[ ] Acts in his own name

[ ] Acts as legal representative of: ........................................... ...................................

In your capacity of: ................................

Means of contact (email): .….……………………………………………………………….

**Right you wish to exercise:**

|  |  |
| --- | --- |
| [ ] Right of access (art. 15 GDPR) | It allows the data subject to obtain confirmation of whether or not there is data processing. If so, the data subject has the right to access the list of data being processed, its type, purpose, origin, transfers made and planned (if applicable) and expiration date. |
| [ ] Right of rectification (art. 16 GDPR) | Allows the data subject to correct inaccurate data or complete incomplete data. |
| [ ] Right of erasure [*Right to be forgotten*] (art. 17 GDPR) | It allows the data subject to obtain the deletion of the data affecting him. |
| [ ] Right to restriction of processing (art. 18 GDPR) | It allows the data subject to request that their data be used only for claims or protection of other people's rights, while the accuracy of the same or the legality of its use is verified. |
| [ ] Right to data portability (art. 20 GDPR) | It allows the data subject to receive, in a structured, commonly used and machine-readable format, the personal data that affect them and that they have provided to a data controller. |
| [ ] Right of object (art. 21 GDPR) | It allows the data subject to request the manager to stop using certain data for a specific treatment. |
| [ ] Right not to be subject to automated individual decisions (art. 22 GDPR) | It allows the data subject to request the controller not to be subject to a decision based solely on automated processing (for example, profiling) that produces legal effects on him or significantly affects him in a similar way. |

**Indicate clearly and in detail what information you are referring to and what you are requesting:**

**INFORMATION ON PROTECTION OF PERSONAL DATA**

In accordance with Art.13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 (General Regulation for the Protection of Personal Data), and Article 11 of Organic Law 3 /2018 of protection of personal data and guarantee of digital rights, we inform you that the personal data provided through this form, and those that accompany it, will be processed by TMB for the purpose of reception, registration and transfer to the 'competent body of the exercise request for its processing. Additionally, they will be processed by the data controller to which they are directed in order to process their request and respond to the exercise of their rights. Your personal data will not be communicated to third parties, nor is transfer to third countries or international organizations planned. You can exercise the rights of access, rectification, erasure, restriction of processing, object and not be subject to automated individual decisions by sending the corresponding request dpd@tmb.cat.

For more information on the treatment activity, you can access the following link: [https://www.tmb.cat/ca/registre-activitatis-tractament-dades-personals](https://www.tmb.cat/ca/registre-activitats-tractament-dades-personals) .

In ................................................ .., ......... of ................................... , 20 .......

First and last name: …………………………………………………….