EUROPOL’S INFORMATION SYSTEMS

A GUIDE FOR EXERCISING DATA SUBJECTS’ RIGHTS:
THE RIGHT OF ACCESS, RECTIFICATION, ERASURE AND RESTRICTION
This guide was compiled by the Coordinated Supervision Committee.

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Individuals whose personal data are collected, held or otherwise processed by Europol are entitled to rights regarding their personal data, namely the right of access, right to rectification, erasure and restriction of personal data and the right to have the legality of transfer of his or her personal data verified by a national supervisory authority.

This Guide describes the modalities for exercising those rights.

The Guide is divided into three sections: (I) data categories and exchange of personal data between Member States and Europol, (II) the rights granted to the individuals whose personal data are processed in Europol’s Information Systems and (III) a description of the procedure for exercising the right of access in each of the countries concerned.

1. DATA CATEGORIES AND EXCHANGE OF PERSONAL DATA BETWEEN MEMBER STATES AND EUROPOL


Categories of personal data processed

Personal data collected and processed by Europol relate to:

a) persons who, in accordance with the national law of the Member State concerned, are suspected of having committed or having taken part in a criminal offence in respect of which Europol is competent, or who have been convicted of such an offence;

b) persons regarding whom there are factual indications or reasonable grounds under the national law of the Member State concerned to believe that they will commit criminal offences in respect of which Europol is competent;

c) persons who might be called on to testify in investigations in connection with the offences under consideration or in subsequent criminal proceedings;
d) persons who have been the victims of one of the offences under consideration or with regard to whom certain facts give reasons to believe that they could be the victims of such an offence;

e) contacts and associates; and

f) persons who can provide information on the criminal offences under consideration.

The categories of personal data and categories of data subjects whose data may be collected and processed for each purpose referred to in Article 18(2) are listed in Annex II to the Europol Regulation¹.

Processing of personal data, by automated or other means, revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, or data concerning a person's health or sex life shall be allowed only where strictly necessary and proportionate for the purposes of research and innovation projects pursuant to Article 33a and for operational purposes, within Europol’s objectives, and only for preventing or combating crime that falls within Europol’s objectives. Such processing shall also be subject to appropriate safeguards laid down in this Regulation with regard to the rights and freedoms of the data subject, and, with the exception of biometric data processed for the purpose of uniquely identifying a natural person, shall be allowed only if those data supplement other personal data processed by Europol.

The selection of a particular group of persons solely on the basis of such personal data shall be prohibited.

Exchange of personal data

Europol should be a hub for information exchange in the Union. Information collected, stored, processed, analysed and exchanged by Europol includes criminal intelligence which relates to information about crime or criminal activities falling within the scope of Europol’s objectives, obtained with a view to establishing whether concrete criminal acts have been committed or may be committed in the future.

In order to ensure an effective cooperation between Europol and Member States, a national unit should be set up in each Member State. The national unit should be the liaison link between national competent authorities and Europol. To ensure a continuous and effective exchange of information between Europol and the national units, and to facilitate their cooperation, each national unit should designate at least one liaison officer to be attached to Europol. The liaison officers shall assist in the exchange of information between Europol and their Member States.

Also, liaison officers shall assist in the exchange of information between their Member States and the liaison officers of other Member States, third countries and international organisations.

2. RIGHTS GRANTED TO INDIVIDUALS WHOSE DATA ARE PROCESSED BY EUROPOL

In accordance with data protection principles, all individuals whose data are processed by Europol are granted specific rights by the aforementioned Europol Regulation.

These are basically:

- the right of access to data relating to them stored by Europol;
- the right to rectification, erasure and restriction;
- the right to have the legality of data relating to them transferred to Europol verified;
- the right to bring proceedings before the court or competent authorities to correct or delete data or to obtain compensation.

Anyone exercising any of these rights can apply to the authority appointed for that purpose in the Member State of his or her choice. That authority shall refer the request to Europol without delay and in any case within one month of receipt.

*Deadlines for replies to individuals’ requests*

When an individual exercises his/her right of access, his/her right to rectification, erasure and restriction, Europol shall answer it without undue delay, and in any case within three months of receipt by Europol of the request from the national authority.
2.1. Right of access

The right of access is the possibility for anyone who so requests to consult the information relating to him/her stored in a data file. This is a fundamental principle of data protection which enables data subjects to exercise control over personal data which is being processed by the controller, namely by Europol.

This right is expressly provided for in Article 36 of Europol Regulation, and Article 80 of Regulation (EU) 2018/1725.

Any data subject wishing to exercise the right of access to personal data relating to him or her may make a request to that effect to the authority appointed for that purpose in the Member State of his or her choice, or to Europol. Where the request is made to that authority, it shall refer the request to Europol without delay and in any case within one month of receipt.

Europol shall answer it without undue delay and in any case within three months of receipt by Europol of the request from the national authority.

Europol shall consult the competent authorities of the Member States and the provider of the data concerned so that they could have the opportunity to state their position as to the possibility of disclosing the data to the applicant, and to object to Europol's proposed response. In the latter case, the Member State or the provider of the data concerned shall notify Europol of the reasons for its objection.

According to Article 81 of Regulation (EU) 2018/1725, Europol may restrict, wholly or partly, the right of access of the extent that, and for as long as such a partial or complete restriction constitutes a necessary and proportionate measure in a democratic society with due regard for the fundamental rights and legitimate interests of the natural person concerned, in order to:

a) avoid obstructing official or legal inquiries, investigations or procedures;

b) avoid prejudicing the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;

c) protect the public security of Member States;

d) protect the national security of Member States;

e) protect the rights and freedoms of others, such as victims and witnesses.

In the cases referred above, Europol shall inform the data subject, without undue delay, in writing of any refusal or restriction of access and of the reasons for the refusal or the restriction. Such
information may be omitted where the provision thereof would undermine one of the purpose above.

2.2. Right to rectification, erasure and restriction

Besides the right of access, there is also the right to request Europol, through the authority appointed for that purpose in the Member State of his or her choice, or to Europol, to rectify personal data concerning him or her held by Europol if they are incorrect or to complete or update the personal data.

The data subjects have also the right to request Europol, directly or through the authority appointed for that purpose in the Member State of his or her choice, to erase personal data relating to him or her held by Europol if they are no longer required for the purposes for which they are collected or are further processed.

If there are reasonable grounds to believe that erasure could affect the legitimate interests of the data subjects, Europol shall restrict rather than erase personal data. Restricted data shall be processed only for the purpose of protecting the rights of the data subject, where it is necessary to protect the vital interests of the data subject or of another person, or for the purposes laid down in Article 82(4) of Regulation (EU) 2018/1725 and listed below:

a) avoid obstructing official or legal inquiries, investigations or procedures;
b) avoid prejudicing the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;
c) protect the public security of Member States;
d) protect the national security of Member States;
e) protect the rights and freedoms of others, such as victims and witnesses.

In all the cases, where the request is made to that authority, it shall refer the request to Europol without delay and in any case within one month of receipt.

If personal data held by Europol have been provided to Europol by third countries, international organisations or Union bodies, have been directly provided by private parties, have been retrieved by Europol from publicly available sources or result from Europol’s own analyses, Europol shall rectify or erase such data or restrict their processing and when appropriate, inform the providers of the data.
If personal data held by Europol have been provided to Europol by Member States, the Member States concerned shall rectify or erase such data or restrict their processing in collaboration with Europol, within their respective competences.

The data subject shall be informed in writing of any refusal of rectification, erasure or restricting, of the reasons for such a refusal and of the possibility of lodging a complaint with the EDPS and of seeking a judicial remedy.

2.3. Right to have the legality of data relating to them transferred to Europol verified

Article 42 (4) of the Europol Regulation provides for the right to request the national supervisory authority of a Member State to verify the legality of any transfer or communication to Europol of data concerning him or her and of access to those data by the Member State concerned.

Data subjects may request this verification in the Member State in which they wish for their right to be exercised.

The right to request verification shall be exercised in accordance with the national law of the Member State in which the request is made.

The national supervisory authority shall carry out the requested action by verifying whether the transfer of data to Europol by national competent authorities was done in a lawful way and shall communicate the outcome of the action to the data subject, all according to rules of national law.

Article 84 of the Regulation (EU) 2018/1725 provides that this right can also be exercised through the European Data Protection Supervisor (EDPS) in cases where Europol may delay, restrict or omit the provision of the information to data subjects (according to Article 79(3) of this Regulation), or limit the right to access (according to Article 81) or refuse to rectify or erase data (according to Article 82(4)). The EDPS shall at least inform the data subject that all necessary verifications or a review by him or her have taken place, and of his or her right to seek a judicial remedy before the Court of Justice.

2.4. Remedies: the right to complain to EDPS or to initiate a judicial proceeding

Articles 47 and 50 of Europol Regulation present the remedies accessible to individuals when their request has not been satisfied.
Any person may bring an action against Europol before the Court of Justice of the European Union, or against the Member State before a competent national court of that Member State to receive compensation for damage suffered.

Any data subject shall have the right to lodge a complaint with the EDPS if he or she considers that the processing by Europol of personal data relating to him or her does not comply with the Europol Regulation or Regulation (EU) 2018/1725. The EDPS shall inform the data subject of the progress and outcome of the complaint, as well as the possibility of a judicial remedy.

Additional information on the data protection supervisory role of the EDPS over Europol are to be found on the website of the EDPS within the dedicated section on “Supervision of Europol” ([https://edps.europa.eu/data-protection/our-role-supervisor/supervision-europol_en](https://edps.europa.eu/data-protection/our-role-supervisor/supervision-europol_en)).

### 3. CONTACT POINTS

The contact details of the body to which requests for access, rectification or erasure should be addressed, if not directly to Europol, are provided in the remainder of this chapter, together with the contact details of the data protection authorities of each Member State and the EDPS.
3.1. AUSTRIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Büro 2.2 Nationale Stelle EUROPOL
Josef-Holaubek-Platz 1, 1090 Wien,
email: BMI-II-BK-2-2@bmi.gv.at

2. Contact details of the national data protection authority
Österreichische Datenschutzbehörde
Barichgasse 40-42, 1030 Wien
Tel: +43 1 52 152-0
email: dsb@dsb.gv.at

3.2. BELGIUM

Contact details of the body to which requests for access, rectification or erasure should be addressed and police dedicated national data protection authority
Controleorgaan op de politionele informatie/Organe de contrôle de l’information policière
Leuvenseweg/Rue de Louvain 48
1000 Brussel/Bruxelles
België/Belgique
Tel: +32 2 549 94 20
email: info@controleorgaan.be / info@organedecontrole.be
Website: https://www.controleorgaan.be / https://www.organedecontrole.be

Police processing monitoring:
Controleorgaan op de politionele informatie/Organe de contrôle de l’information policière

3.3. BULGARIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Ministry of Interior
29, Shesti Septemvri Str.
1000 SOFIA
Tel: +359 2 9825 000
email: priemna@mvr.bg
2. Contact details of the national data protection authority
Commission for Personal Data Protection
2, Prof. Tsvetan Lazarov blvd.
Sofia 1592
Tel: +359 2 915 3519
Fax: +359 2 915 3525
email: kzld@cpdp.bg
Website: https://www.cpdp.bg/

3.4. CROATIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Ministry of the Interior
Ulica grada Vukovara 33
HR - 10 000 Zagreb
email: pitanja@mup.hr
Website: www.mup.hr

2. Contact details of the national data protection authority
Croatian Personal Data Protection Agency
Selska cesta 136
10000 Zagreb
Tel: +385 1 4609 000
Fax: +385 1 4609 099
email: azop@azop.hr
Website: http://www.azop.hr/

3.5. CYPRUS

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Chief of Police
(for EUROPOL National Unit),
Antistratigou Evangelou Floraki Street,
Police Headquarters,
1478 Nicosia, Cyprus
e-mail: cyeuropol@police.gov.cy

2. Contact details of the national data protection authority
Commissioner for Personal Data Protection
15 Kypranoros Street
1061 Nicosia
3.6. CZECH REPUBLIC

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Policie České republiky
Policejní prezidium ČR
Strojnická 27
170 89 Praha 7
Česká republika
email: epodatelna.policie@pcr.cz
website: www.policie.cz

2. Contact details of the national data protection authority
Úřad pro ochranu osobních údajů
Pplk. Sochora 27
170 00 Praha 7
Česká republika
email: posta@uoou.cz
website: www.uoou.cz

3.7. ESTONIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Europol National Unit
Police and Border Guard Board
Pärnu mnt 139, 15060 Tallinn, Estonia
email: ppa@politsei.ee
Website: https://www.politsei.ee/en/

2. Contact details of the national data protection authority
Estonian Data Protection Inspectorate
(Andmekaitse Inspeksioon)
Tatari 39
10134 Tallinn
Tel. +372 6274 135
email: info@aki.ee
Website: http://www.aki.ee/
3.8. FINLAND

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
   Central Criminal Police
   Jokiniemenkuja 4
   PL 285
   FIN-01301 Vantaa
   Suomi/Finland
   email: kirjaamo.keskusrikospoliisi@poliisi.fi

2. Contact details of the national data protection authority
   Office of the Data Protection Ombudsman
   Lintulahdenkuja 4
   P.O. Box 800
   FIN-00531 Helsinki
   Suomi/Finland
   Tel: +358 29 566 6700
   email: tietosuoja@om.fi
   Website: http://www.tietosuoja.fi/en/

3.9. FRANCE

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
   Commission Nationale de l'Informatique et des Libertés (CNIL)
   3 Place de Fontenoy
   TSA 80715 - 75334 Paris CEDEX 07
   France
   Tel: +33 1 53 73 22 22
   Website: http://www.cnil.fr

2. Contact details of the national data protection authority
   Commission Nationale de l'Informatique et des Libertés (CNIL)
   3 Place de Fontenoy
   TSA 80715 - 75334 Paris CEDEX 07
   France
   Tel: +33 1 53 73 22 22
   Website: http://www.cnil.fr
3.10. GERMANY

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Bundeskriminalamt
65173 Wiesbaden
Germany
email: ds-petenten@bka.bund.de

2. Contact details of the national data protection authority
Federal Commissioner for Data Protection and Freedom of Information
Graurheindorfer Str. 153
53117 Bonn
Germany
Tel: +49 228 997799 0
email: poststelle@bfdi.bund.de
De-mail: poststelle@bfdi.de-mail.de
Website: https://www.bfdi.bund.de

3.11. GREECE

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Ministry of Citizen Protection
Hellenic Police HQ
International Police Cooperation Division
Europol National Unit
4, P. Kanellopoulou Street
101 77, Athens
Greece
Tel. 1: +30210 69 842 86
Tel. 2: 213 1520334
email: europol@police.gr

2. Contact details of the national data protection authority
Hellenic Data Protection Authority
Kifisias Av. 1-3, PC 11523
Ampelokipi Athens
Greece
Tel: +30210 64 75 600
Fax: +30210 64 75 628
email: contact@dpa.gr
Website: http://www.dpa.gr/
3.12. HUNGARY

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
National Police Headquarters
International Law Enforcement Cooperation Centre
Address: H-1139 Budapest, Teve u. 4-6
Postal address: H-1903 Budapest, Pf.: 314/15
Tel: +36 1 443 5596
Fax: +36 1 443 5815
email: nebek@nebek.police.hu
Website: http://www.police.hu

2. Contact details of the national data protection authority
National Authority for Data Protection and Freedom of Information
H-1055 Budapest, Falk Miksa u.9-11.
Postal address: H-1363 Budapest, Pf.:9
Tel: +36 1 391 1400
email: ugyfelszolgalat@naih.hu
Website: http://www.naih.hu

3.13. IRELAND

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Europol National Unit
Liaison & Protection
Garda Headquarters
Phoenix Park
Dublin 8
Tel: +353 1 666 0000
Website: http://www.garda.ie

2. Contact details of the national data protection authority
Data Protection Commission
21 Fitzwilliam Square,
Dublin 2,
D02 RD28,
Ireland
Phone: +353 (01) 7650100
E-mail: info@dataprotection.ie
Website: www.dataprotection.ie
3.14. ITALY

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Unità Nazionale Europol
c/o Direzione Centrale della Polizia Criminale – Servizio per la Coop.ne Int.le di Polizia
Via Torre di Mezzavia, 9
00173 Roma – Italy

2. Contact details of the national data protection authority
Garante per la Protezione dei Dati Personal
Piazza di Monte Citorio 121
I-00186 Roma
Italia
Tel. +39 06 69677 1
Fax +39 06 69677 3785
e-mail: garante@garanteprivacy.it
Website: http://www.garanteprivacy.it/

3.15. LATVIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Data State Inspectorate
Elijas Street 17,
LV 1050 Riga
Tel: +371 6722 3131
e-mail: pasts@dvi.gov.lv
Website: http://www.dvi.gov.lv/

2. Contact details of the national data protection authority
Data State Inspectorate
Elijas Street 17,
LV 1050 Riga
Tel: +371 6722 3131
e-mail: pasts@dvi.gov.lv
Website: http://www.dvi.gov.lv/
3.16. LITHUANIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
International Liaison Office of Lithuanian Criminal Police Bureau,
Saltoniskiu St. 19
LT-08105 Vilnius
Tel.: +370 5 2719900
Fax.: +370 52719924
email: trv@policija.lt
Website: www.policija.lt

2. Contact details of the national data protection authority
State Data Protection Inspectorate
Sapiegos Str. 17
LT-10312 Vilnius
Tel: + 370 5 279 14 45
email: ada@ada.lt
Website: https://vdai.lrv.lt

3.17. LUXEMBOURG

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Direction Générale de la Police Grand-Ducale
A l’attention du délégué à la protection des données
Cité Policière Grand-Duc Henri,
B.P. 1007
L-2957 Luxembourg
Email: dpo@police.etat.lu
Website: https://police.public.lu/fr/support/protection-des-donnees-a-caractere-personnel.html

2. Contact details of the national data protection authority
Commission Nationale pour la Protection des Données
15, boulevard du Jazz
L-4370 Belvaux
Tel: +352 2610 60 1
Fax: +352 2610 60 29
email: info@cnpd.lu
Website: http://www.cnpd.lu
3.18. MALTA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
The Data Protection Officer
Legal Unit
Police Headquarters
St. Calcedonius Square
Floriana FRN 1530
Tel: +35621224001
Website: www.pulizija.gov.mt

2. Contact details of the national data protection authority
Office of the Information and Data Protection Commissioner
Second Floor, Airways House
High Street, Sliema SLM 1549
Tel: +356 2328 7100
Fax: +356 2328 7198

3.19. NETHERLANDS

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Dutch National Police - Central Unit
Privacy Desk
PO Box 100
3970 AC Driebergen
The Netherlands
Tel: +31 618 144 712
e-mail: jz.le@politie.nl

2. Contact details of the national data protection authority
Dutch Data Protection Authority (Autoriteit Persoonsgegevens)
PO Box 93374
2509 AJ DEN HAAG
The Netherlands
Tel. +31-70-8888500
Fax +31-70-8888501
e-mail: info@autoriteitpersoonsgegevens.nl
website: www.autoriteitpersoonsgegevens.nl
3.20. POLAND

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
National Police Headquarters
International Police Cooperation Bureau
ul. Puławska 148/150 02-624 Warsaw
Tel: +47 72 123 72
Fax: +47 72 144 94
email: bmwp.kgp@policja.gov.pl
Website: https://policja.pl/pol/kgp/bmwp

2. Contact details of the national data protection authority
Personal Data Protection Office
ul. Stawki 2 00-193 Warsaw
Tel: +48 22 531 03 00
email: kancelaria@uodo.gov.pl
Website: https://uodo.gov.pl/

3.21. PORTUGAL

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Policia Judiciária (PJ)
Lisboa
Email: Epd-dpo@pj.pt
Website: https://www.policiajudiciaria.pt/

2. Contact details of the national data protection authority
Comissão Nacional de Proteção de Dados - CNPD
Av. D. Carlos I, 134-1º
1200-651 Lisboa
Tel. +351 21 392 84 00
Fax +351 21 397 68 32
email: geral@cnpd.pt
Website: https://www.cnpd.pt/

3.22. ROMANIA

1. Contact details of the body to which requests for rectification or erasure should be addressed
Center for International Police Cooperation
2. Contact details of the national data protection authority
National Supervisory Authority for personal data processing
B-dul Magheru 28-30 (5th floor)
1st District
010336 - BUCHAREST
Tel: +40 31 805 9211
Fax: +40 31 805 9602
email: anspdcp@dataprotection.ro
Website: http://www.dataprotection.ro/

3.23. SLOVAK REPUBLIC

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Ministerstvo Vnútra Slovenskej Republiky
Pribinova 2
81272 - BRATISLAVA
Fax: +421 2 5094 4397
Website: http://www.minv.sk

2. Contact details of the national data protection authority
Office for Personal Data Protection of the Slovak Republic
Hraničná 12
82007 – BRATISLAVA
Tel.: + 421 2 32 31 32 14
Fax: + 421 2 32 31 32 34
email: statny.dozor@pdp.gov.sk
Website: http://www.dataprotection.gov.sk/
3.24. SLOVENIA

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
Policija, Ministrstvo za notranje zadeve
Štefanova 2
1501 - LJUBLJANA
Tel. : +386 1 428 47 80
e-mail: gp.policija@policija.si
Website: https://www.policija.si

2. Contact details of the national data protection authority
Information Commissioner of the Republic of Slovenia
Dunajska 22
1000 LJUBLJANA
Tel.: +386 1 230 97 30
e-mail: gp.ip@ip-rs.si
Website: https://www.ip-rs.si/

3.25. SPAIN

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
División de Cooperación Internacional,
Dirección General de la Policía,
POLICÍA NACIONAL
Avda Pío XII, 50
28016-MADRID
Tel: 9133227638
Fax: 913103620
e-mail: dcr.gabinete@policia.es

2. Contact details of the national data protection authority
Agencia Española de Protección de Datos (AEPD)
C/Jorge Juan, 6
28001 Madrid
Tel: +34 91399 6200
Fax: +34 91455 5699
e-mail: internacional@agpd.es
Website:
3.26. SWEDEN

1. Contact details of the body to which requests for access, rectification or erasure should be addressed
   Swedish Police Authority
   106 75 Stockholm
   Sweden
   Tel: +46 114 14
   E-mail: registrator.kansli@polisen.se
   Direct e-mail to Data Protection Officer: dataskyddsombud@polisen.se

2. Contact details of the national data protection authority
   IMY (Integritetsskyddsmyndigheten)
   Fleminggatan 14, 7th floor
   Box 8114
   104 20 Stockholm
   Sweden
   Tel: +46 8 657 6100
   E-mail: imy@imy.se
   Website: https://www.imy.se

3.27. EDPS

   European Data Protection Supervisor
   Postal address: Rue Wiertz 60, B-1047 Brussels
   Office address: Rue Montoyer 30, B-1000 Brussels
   Tel: +32 2 283 19 00
   Email: edps@edps.europa.eu
   Website: edps.europa.eu
ANNEXES (TEMPLATE LETTERS)

The following template letters can be used to file your request unless the national competent authority to which you address your request asks you to use a specific standard form.

Annex 1

Template letter for requesting access

To: Title and address of the competent authority / Europol

DD-MM-XXXX,
Place

Dear Sir / Madam,


Please find enclosed:
1. Copy of a valid identity document under the national law of the state (passport/identity card/driving licence (other valid identity document);
2. Copy of the legal authorisation to represent the applicant;
3. Other.

The Applicant / The Legal Representative
- - - - - - - - - - - - - -
(Signature)
Annex 2

Template letter for requesting rectification or erasure of the data processed

To: Title and address of the competent authority / Europol

DD-MM-XXXX,
Place

Dear Sir / Madam,

Pursuant to 37 of Regulation (EU) 2016/794 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Law Enforcement Cooperation (Europol), amended by Regulation (EU) 2022/991 of the European Parliament and of the Council of 8 June 2022, and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA, I ___________________________ (name, surname), __________________________ (nationality), ____________________________ (date and place of birth), ____________________________ (address), would like to request correction of factually inaccurate data relating to me or deletion of data relating to me which have been unlawfully held by Europol. My personal data should be corrected/deleted because:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

________________________

Please find enclosed:
1. Copy of a valid identity document under the national law of the State (passport/identity card/driving licence (other valid identity document);
2. Copy of the legal authorisation to represent the applicant;
3. Other.

The Applicant/The Legal Representative

(Signature)