

Example of Information<sup>[1]</sup>:

“*[Name of the authority using IMI and contact details]* processes your personal data in order to *[purpose of the processing]*. *[name of authority]* is the controller for the processing of your data.

**Purpose and basis of the processing**

*This processing is necessary for compliance with the following law: [Name of the regulation]/OR This processing is necessary for the purposes of a task carried out in the exercise of official authority vested in the controller. In this case [clarify task].*

**Transfer of data**

*Your personal data may be transferred to the following recipient: [To be completed]. Controllers also need to transfer the personal data to administrative authorities of other EU countries, in order to do so, a controller may use the internal Market Information System, a secure, multilingual online tool that facilitates the exchange of information between public authorities involved in the practical implementation of EU law.*

**Retention period**

*Personal data will be held by the controller for [to be completed with the storage period or the criteria allowing data subject to determine this period].*

**Access to your data**

*You may access your data, rectify it, ask for its erasure, or ask for your right to restrict processing of your personal data [if relevant add the following: you also may withdraw your consent / object to the processing of your data / ask for your right to data portability].*

**Further information and your rights**

*If you require further information in relation to the processing of your personal data or if you wish to exercise your rights, you can contact us on [to be completed: you can use a form, an email address or any other channel that can easily be used by data subjects].*

*If you are dissatisfied with how we process your personal data, you have the right to lodge a complaint with a supervisory authority. In [country] this is [add the name of the competent authority].”*

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<sup>[1]</sup> Please adjust according to the processing concerned.