Example of Information\(^1\):

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

\textbf{Purpose and basis of the processing}
This processing is necessary for compliance with the following law: \textbf{[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 \textbf{[clarify task]}.

\textbf{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.

\textbf{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].

\textbf{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 \textit{[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]}. 

\textbf{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].”

\(^1\) Please adjust according to the processing concerned.