



Instructions to fill out the Form for the Exercise of Rights under GDPR

In the “**Details Request**” field you must provide the following data:

- In the case of an **Access Request**, what is the time period to which you wish to have a copy of your data;
- In the case of a **Rectification Request**, which data would you like to rectify, including new data to consider;
- In the case of a **Limitation/Elimination Request**, you must indicate what is the motive that leads you to exercise that right;
 - a) Contest the accuracy of my personal data;
 - b) Processing my data is illicit;
 - c) TAP no longer needs my personal data, but I need them for a declaration, exercise or defense of a right in a judicial process;
 - d) I opposed to the processing of my data under GDPR terms.
- In the case of an **Elimination Request**, you must indicate what is the motive that leads you to exercise that right:
 - a) My personal data is no longer needed for the purpose that led to its collection or processing;
 - b) I withdrew the consent based on data processing and there is no other judicial ground to the referred processing;
 - c) I oppose to its processing and there are no prevailing natural interests that justify it;
 - d) My personal data was processed illicitly;
 - e) My personal data has to be deleted in order to comply with a legal obligation arising from the Union or a State Member to which the accountable person is subject to ;
 - f) My personal data were collected during a service offer from the information society.

*** Please note that when you delete your TAP Miles&Go account, your profile, travel history, miles balance and products purchased within the Miles&Go program will be definitively deleted and unrecoverable.**

- In the case of a **Portability Request**, you must indicate the entity to whom you wish to send the information and the reason why;
- In the case of an **Opposition Request**, we would appreciate if you could indicate what you wish to oppose to (Direct Marketing / Communications (indicating which) / other):
 - a) FlyTAP Communications;
 - b) TAP Miles&Go Communications;

To submit this request, you must provide proof of identification, by indicating your TP number if you are a TAP Miles & Go member, and the number and expiry date of your citizen card or passport, including the issuing country.