

Instructions to fill in the Form of the Rights Exercise under the General Data Protection Regulation

On the field “**Details Request**” 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/Erasure 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 on a judicial process;
 - d) I opposed to the processing of my data under the GDPR terms.

- In the case of a **Erasure Request**, you must indicate what is the motive that leads you to exercise that right:
 - a) My personal data are no longer needed for the purpose that led to its collection or processing;
 - b) I withdrew the consent based on the data processing and there is no other judicial ground to the referred processing;
 - c) I opposed to its processing and there are no prevailing natural interests that justify it;
 - d) My personal data were processed illicitly;
 - e) My personal data have to be deleted in order to comply with 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.

- 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 us what you wish to oppose to (Direct Marketing / Communications (indicating which) / other):
 - a) FlyTAP Communications;
 - b) TAP Victoria Communications;
 - c) TAP Victoria campaigns and other benefits.

Note: If you don't have a Victoria account or if you are not registered on the flytap.com website, we would kindly appreciate that you provide us your booking code, flight date and flight number.

To submit this request it is required to attach a copy of your Identification document.

