

Tellico Ltd  
Data Protection Consultant  
Bahnhofstrasse 4  
CH- 6431 Schwyz

## REQUEST FOR INFORMATION ON DATA PROTECTION ACCORDING TO THE FADP

Dear Sir or Madam

Based on Article 25 of the Swiss Federal Data Protection Act (FADP), I request that you provide me with information free of charge within one month of receipt of this request as to whether you process personal data about me and, if so, what data.

Please provide me with the following information:

- the personal data processed
- the purpose of the processing
- the retention period of the personal data or, if it is not possible to answer this question, the criteria for determining this period
- the existence of an automated individual decision (if technically in operation)
- the available information on the origin of the personal data, insofar as it was not collected from the data subject as the person requesting information
- in cases in which personal data has been disclosed to third parties
- information on the recipient(s) or categories of recipient(s)
- in cases of processing of personal data by a data processor: the identity and contact details of the data processor and the data or categories of data they process

**I wish to receive a reply to my request for information in the following manner:**

- electronic transmission to my e-mail address (see below); or
- postal delivery (A-Post Switzerland)

If the data is sent electronically, it should be sent to the following e-mail address:

E-mail address of sender:

Repeat the e-mail address:

.....

Please confirm the completeness and accuracy of the data provided to me in the context of my request for information.

If you require any further details from me for identification purposes or wish to charge a fee for exceptional effort and expense, please let me know as soon as possible.

If you are unable to provide me with this information, or can only do so to a limited extent, or if you need to postpone the provision of information, I request that you inform me of this in a reasoned decision, also within one month of receipt of this request, based on Article 26 FADP.

**Binding instructions from Tellco Ltd. (the data controller)**

By signing this application, I accept that if the requested data is transmitted electronically, it will be sent by the data controller (Tellco Ltd) unencrypted via an open network to the above e-mail address. In agreeing to this, I acknowledge that Tellco Ltd guarantees neither that data sent by electronic transmission cannot be viewed by unauthorised third parties nor that such data cannot be altered or forwarded by them.

Tellco Ltd expressly reserves the right to request further documents for the purpose of identifying the sender (a copy of ID is required). The request for information must be signed by the data subject personally and in a legally valid manner (with formal proof of identity).

The identity and contact details of the responsible persons can be found directly in the Data Privacy Statement available on the Tellco Ltd homepage ([www.tellco.ch](http://www.tellco.ch)). Many thanks for your efforts.

Yours sincerely

**Attachment for my identification:**

- Copy of my valid ID card/passport