



# RIGHTS REQUEST FORM

## INSTRUCTIONS

Individuals can exercise their rights in relation to their Personal Data by submitting this form to the IMF Data Privacy Function.

To respond more promptly and precisely to your rights request, the IMF Data Privacy Function needs certain preliminary information to be provided within the request. Therefore, please complete the form below. All fields in this form are mandatory, as applicable. The information provided in this form will be used for handling your request. For further details on how we process personal data, please refer to the IMF's Privacy Notice at <https://www.IMF.org/en/About/privacy-notice>

Please complete this form in English and send it to the IMF Data Privacy Function via email at [IMFDataPrivacy@IMF.org](mailto:IMFDataPrivacy@IMF.org) or submit it by mail or hand delivery to:

**International Monetary Fund**  
**Attention: Data Privacy Function**  
700 19th Street, N.W.  
Washington, DC 20431  
United States of America

## RIGHTS REQUEST FORM

	Details to be provided by the Requestor
<b>Full Name</b>	
<b>Email address</b>	
<b>Mailing address</b> <i>(this field is mandatory if you are submitting the form via mail or hand delivery)</i>	
<b>Telephone Number</b> <i>(include country code, e.g., +30 210 1234567)</i>	
<b>Nature of relationship or affiliation with the IMF</b>	<input type="checkbox"/> Former IMF Employee <input type="checkbox"/> Job Applicant <input type="checkbox"/> Event Attendee

<i>(Please indicate your relationship with the IMF by selecting one of the following options)</i>	<input type="checkbox"/> Other (please specify):
<b>Please provide unique reference numbers or specific details that would help the IMF identify you.</b>	<b>For Former IMF Employee:</b>  <i>Employee number: .....</i>  <i>Employment periods: .....</i>  <i>Teams worked for:.....</i>  <i>Locations of employment:.....</i>  <b>Other:</b> <i>IMF teams you have been in contact with:</i> <i>Approximate Dates and locations of Interaction with the IMF:</i>
<b>Type of Request</b> <i>(choose one or more)</i>	<input type="checkbox"/> <b>Access:</b> Receive a copy of the personal data the IMF holds about you  <input type="checkbox"/> <b>Rectification:</b> Request correction of inaccurate or incomplete personal data  <input type="checkbox"/> <b>Objection:</b> Object to the processing of your personal data on grounds relating to your situation
<b>Details of your Request</b> <i>(When formulating your request, please be as precise as possible as to which Personal Data and to which time period your request pertains.)For example, where applicable, provide: (a) the contact details of the IMF representative(s) you were in contact with related to this request or (b) the name of the system/platform/website through which you provided your personal data to the IMF.)</i>	

**IF THE REQUEST IS SUBMITTED BY AN AUTHORIZED REPRESENTATIVE, PLEASE ALSO PROVIDE:**

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	Details to be provided by the authorised representative
Full Name	
Company, if applicable	
Email address	
Telephone Number (include country code, e.g., +30 210 1234567)	
Capacity in which you are acting on behalf of the complainant (e.g., parent, guardian, lawyer)	

**EXPLANATORY NOTES**

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The rights request process is comprised of three phases:

**Phase 1: Submit request form to the IMF Data Privacy Function**

- Provide your details and, if applicable, the details of your authorized representative
- State your request

**Phase 2: The IMF Data Privacy Function may ask for additional information to help process your request**

- The IMF Data Privacy Function may ask you or your authorised representative for supporting documents to verify your identity or the authority of the authorised representative (if any).
- The IMF Data Privacy Function may ask for clarification in cases where the request seems unclear or unspecific. Please promptly provide additional information requested by the IMF Data Privacy Function to enable the processing of your request.

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**Phase 3: Processing of request and response**

- The IMF Data Privacy Function will acknowledge receipt of your request and will respond in writing and in English to the requestor or its authorised representative (if any). The IMF Data Privacy Function will decide on your request for access, rectification or objection, as applicable, within 30 calendar days unless they notify you that they need an additional 30 days due to the complexity of your submission or overall number of submissions that they are responding to. The written decision of the Data Privacy Function will be sent to you by the same method that you used to make your submission to the Data Privacy Function.