Template – Personal Data Processing Policy

The information which an API provider needs to provide to users who have registered their personal data to gain access to an API depends on what the provider plans to do with the data, but the project recommends that the API provider provide, at a minimum, the following information:

* **Data concerning the identity of the controller of personal data**

In other words, their name, address, telephone numbers and, where applicable, company registration number and email address.

* **Data concerning the purpose of the processing**

In other words, a description of why the users are being requested to register their personal data and how the data will be processed.

* **Potential recipients of data**

If the API provider plans to disclose the personal data to a third party (such as a subcontractor, subsidiary or provider of marketing services), the users will be informed which recipients, or categories of recipients, will be entitled to receive the data.

* **The right for registered persons to be informed which data is being processed**

Section 26 of PUL states that a controller of personal data is obliged to inform each person who applies (free of charge and once per calendar year) whether personal data relating to the applicant is being processed or not. An API provider should provide information concerning this right and who the users should contact to exercise such right.

* **The right for registered persons to have incorrectly processed data corrected, blocked or deleted**

Section 28 of PUL states that a controller of personal data is obliged, at the request of a registered person and as soon as possible, to correct, block or delete incorrectly processed personal data. An API provider should provide information concerning this right and who the users should contact to exercise such right.