

**Application for access to and/or rectification, erasure or blocking of
personal data held pursuant to the
U.S. Terrorist Finance Tracking Program (TFTP)**

Procedure for data protection authorities

1. The attached information leaflet, forms and annexes are to be placed on the website of the national DPA (in English), together with an explanation in the national language(s).
2. Upon receipt of a request for access, rectification, erasure, or blocking of personal data as well as a waiver form, the national DPA will first verify the identity of the requester. This will be done through matching of the information filled out on the forms and the copy of the means of identification. Furthermore, the characteristics of the identity card shall be verified through the European Unions Public Register of Authentic Identity and Travel Documents Online (PRADO), available on <http://prado.consilium.europa.eu/en/homeIndex.html>. Instead of providing the DPA with a copy of a means of identification, the requester should also be able to prove his identity in person at the office of the DPA, presenting the original means of identification.
3. When the national DPA confirms the requester is who he says he is through completion of the identification confirmation form (Form A), the national DPA will forward the original access request form (Form B) and/or the rectification, erasure, or blocking request form (Form C) and the waiver form (Form D) (all completed in English), together with a signed copy of the attached standard letter (Form E), to the U.S. Treasury Department via regular (postal) mail or express courier at the following address:

U.S. Treasury Department
Director, Office of Privacy and Civil Liberties
1500 Pennsylvania Avenue, NW
ATTN: 1750 Pennsylvania Avenue, NW, Room 8125
Washington, DC 20220

The national DPA will include in the standard letter (Form E) a unique case number issued by the national DPA in the following format:

[EU Country Code] – [regular national case number] (*for example DE-12345*)

The national DPA and the U.S. Treasury Department will include this unique case number on all correspondence related to the request. Copies of all forms submitted in connection with a request are held in the file of the national DPA.

4. At the same time that the national DPA forwards the request to the U.S. Treasury Department, the national DPA will send an e-mail to the U.S. Treasury Department at the following address: privacy@treasury.gov. In this e-mail, the national DPA will notify the U.S. Treasury Department that the national DPA has sent a request or requests via regular mail and inform the U.S. Treasury Department of the unique case number the DPA has assigned to the request(s) sent via regular mail.

Upon its receipt of the request via regular mail (not the e-mail notice), the U.S. Treasury Department will respond via regular mail to the national DPA from which the U.S. Treasury Department received the request, acknowledging receipt, providing the unique case number the U.S. Treasury Department has assigned to the request, and including the unique case number the national DPA assigned to the request. The unique case number provided by the EU will be any case number the national DPA chooses to assign to the request preceded by the two-digit country code of the EU member state from which the request is sent.

5. The EU shall maintain a current list of its member states' national DPAs and provide the link/URL containing that list to the U.S. Treasury Department. If the U.S. Treasury Department receives a request sent by anyone who is not identified on the current list of national DPAs as the national DPA for the country from which the request is sent, the U.S. Treasury Department's only response will be via e-mail to notify the sender that they are not on that list and, therefore, the request cannot be processed until the current list of national DPAs is updated.¹
6. After the U.S. Treasury Department completes its review of the request, it will notify the national DPA about the outcome of the review via regular mail, and concurrently send an e-mail stating only that the response has been sent via regular mail and referencing both the U.S. Treasury Department's unique case number and that assigned by the national DPA. The national DPA will forward this information without undue delay to the requester. Should no follow up be required to the initial request, the national DPA may decide to close the file of the requester in line with its own proceedings. No later than six months after the file is closed, the national DPA will ensure the requester-provided copy of the means of identification is destroyed. All other information related to the file shall be processed according to the national data protection act and in line with national archive obligations.

¹ http://ec.europa.eu/justice/data-protection/bodies/authorities/eu/index_en.htm