

# REQUEST FORM FOR INFORMATION ABOUT PERSONAL DATA

## 1. Your particulars:

Name-surname*:		
Customer*:		
Other capacity*:		
Address* <sup>1</sup>	Street:	Number:
	Postcode:	Town:
	Country:	
	Email*:	
Tax Reg No.*:		
Contact phone number(s) <sup>2</sup> :		Fax:
Attachments: 1) Copy of ID Card		
2) Other proof of identity		

---

<sup>1</sup> A request may only be submitted by you as the natural person (Data Subject) to whom the personal data relates. Please provide either your postal address or email address if you want a written response. Please provide a contact phone number or email address. Moreover, your Tax Reg. No. is mandatory to verify your particulars and to make it easier to search for your request.

<sup>2</sup> Your contact phone number should be provided so the competent department of EYDAP can contact you if that is considered necessary to request any additional information that needs to be submitted, either relating to verification of your particulars or to satisfy your request.

## 2. Representative's details

Name-surname <sup>3</sup> :			
Address	Street:		Number:
	Postcode:	Town:	
	Country:		
	Email:		
	Tax Reg. No.:		
Contact phone number(s):			Fax:
Attachments <sup>4</sup> : 1) Copy of ID Card  2) Other proof of identity			

## 3. Request for exercise your rights<sup>5</sup>

- Right of access
- Right of rectification
- Right to erasure ("Right to be forgotten")
- Right to restrict processing
- Right to data portability
- Right to object
- Right to object to automated individual decision-making and profiling
- Right to specific legislation on data protection in electronic communications

---

<sup>3</sup> If you are represented by a third person, a written authorisation must be submitted. It must be certified for the authenticity of your signature as the person granting them authorisation.

<sup>4</sup> When a request is submitted, it is mandatory for us to confirm your identity. Please attach a copy of your ID Card or any identification document proving your identity. Where that is not done, it is not possible for the request to be accepted by the department to which you submitted it and consequently for it to be examined by the relevant department.

<sup>5</sup> You must indicate the right(s) you wish to exercise.

## 4. Request<sup>6</sup>

### 5. How to fill out the form

1. Please fill out all the above fields after carefully reading the relevant clarifications.
2. You can submit the information request form in the following ways:
  - a. By email: [dpo@eydap.gr](mailto:dpo@eydap.gr)
  - b. By mailing it to the offices of the EYDAP Data Protection Officer: 29 Laodikeias St., Ilissia, GR-15771, Athens
  - c. At EYDAP regional branches which will send your request to the Data Protection Officer.
3. Note that EYDAP S.A. will provide a copy of the personal data after the relevant request is submitted, but if additional copies are requested, it reserves the right to require payment of reasonable costs incurred.
4. The personal data provided in this form will be used by EYDAP S.A. solely to satisfy your request. Depending on the nature of your request, your information will be sent to the competent departments to ensure that your request is dealt with in good time.
5. Note that the exercise of/reliance on the right to object to the processing of personal data does not entail any charge.
6. EYDAP S.A. will make concerted efforts to take the necessary steps within 30 days from the date on which your right is relied on/exercised, unless the work relating to dealing with your request gives rise to special issues and/or entails complications. EYDAP reserves the right to extend the time required to complete the necessary steps in light of those complications. In all events, you will be informed within 1 month from the date on which your request was submitted about any extension in the time the competent department needs to respond.
7. The request and your particulars will be kept on file by our company for 5 years subject to an extension in the relevant time period where any legal claims are lodged.
8. If you consider that your request to exercise your right has not been satisfied, you are entitled to contact the Hellenic Data Protection Authority.
9. For more information about your rights and the European Union's General Data Protection

---

<sup>6</sup> Please provide details of your request. For your convenience, please consult EYDAP S.A.'s website ([www.eydap.gr](http://www.eydap.gr)) to learn more about your rights.

Regulation (Regulation (EU) 2016/679) which governs them, you can always contact EYDAP by calling 210.7495156 and online at [www.dpo@eydap.gr](mailto:www.dpo@eydap.gr).

I solemnly declare that my data is accurate and true and I consent to it being processed by EYDAP for the specific purpose of processing.

Place, particulars of person who received the request

Date \_\_\_\_\_

Signature

Signature