

## DATA SUBJECT RIGHT REQUEST FORM

This form is used by any person (customer, employee, business contact) to submit a data subject request to our company, EMFI SA [address, phone email] ("Company"). The request pertains to their rights granted by the General Data Protection Regulation (EU) 2016/679 and greek Law no 4624/2019].

### Guidance Notes

Please read the Guidance Notes which accompany this form before completing the form.

- Please fill in all the fields correctly and accurately.
- If you are making this request on the data subject's behalf, you should provide your personal information in the relevant section.
- Please attach/enclose a copy of any identification document of yours (eg. Identity Card, Passport, Driver's License). Any identification documents sent should be photocopies or scanned images (do not send the originals).
- You should identify the right(s) you are pursuing. Please refer to our Privacy Policy for more details.
- Please describe the specific information/action you are requesting. Furthermore, in order to help us process your request quickly and efficiently, please provide relevant details (such as relevant dates, references, etc.) about the right that you are pursuing.
- Please submit your completed request form:
  - a) as a secure e-mail attachment to [dpo@emfi.gr](mailto:dpo@emfi.gr)
  - b) via post mail in printing to our offices (see above),
  - c) or deliver it in person to our offices.

DETAILS OF THE DATA SUBJECT	
<b>FIST NAME, SURNAME</b>	
<b>CATEGORY</b> ( <i>costumer, employee, business contact, other: please specify</i> )	
<b>ADDRESS</b> ( <i>street, number</i> )	
<b>CITY</b> ( <i>city, region, PC</i> )	
<b>TELEPHONE / MOBILE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>PROOF OF IDENTITY</b>	

DETAILS OF THE REPRESENTATIVE OF THE DATA SUBJECT (if applicable)	
<b>FIST NAME, SURNAME</b>	
<b>ADDRESS</b> ( <i>street, number</i> )	
<b>CITY</b> ( <i>city, region, PC</i> )	
<b>TELEPHONE / MOBILE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>PROOF OF IDENTITY</b>	
<b>PROOF OF AUTHORITY</b> ( <i>a certified copy of a Power of Attorney</i> )	

RIGHTS OF THE DATA SUBJECT	[x]
Right to information	
Right of access	
Right of rectification	
Right to erasure ("right to be forgotten")	
Right to restriction of processing	
Right to data portability	
Right to object	
Right not to be subject to a decision which may include a measure based solely on automated processing, including profiling	
Withdraw your consent (where given)	

DESCRIPTION / DETAILS OF THE REQUEST

<b>RECIPT OF RESPONSE</b>	<b>[x]</b>
Via e-mail	
Via post mail to my address	
Receive it in person	

**Declarations of the Company**

Upon receipt of your request, the Company will process it. The satisfaction of your request is subject to the requirements of the applicable law. Our Company will begin processing your request as soon as we have verified your identity and have all the information we need to locate your personal data.

The Company undertakes to make every effort to take the required action within thirty (30) days of receipt of your request. That period may be extended by another sixty (60) days if necessary, taking into account the complexity and number of the requests. In that case, we will inform you of any such extension within thirty (30) days of receipt of your request, together with the reasons for the delay.

The personal data you provide by submitting this form will be processed by our Company solely for the purpose of identifying the personal data you are requesting and responding to your request. Depending on your request, your personal information will be disclosed to the responsible Departments of the Company in order for your request to be processed quickly and efficiently.

Your submitted request and the personal information included will be stored for five (5) years, unless further storage is provided by law (including the establishment or defense of a legal claim), in accordance with the law and applying reasonable and appropriate technical and organizational security measures to protect your personal data.

For further information on the processing of your personal data by our Company, on your rights, or any other relevant questions, you may refer to our Privacy Policy or contact our Data Protection Officer (dpo@emfi.gr).

*I hereby declare that the information provided above is true and accurate, I am entitled to make the request identified above under the terms of the law, and I agree my data to be processed by the Company for the specific purpose of processing my request.*

*(Place), (Date)*

*(Signature)*