

## Instructions for the Exercise of Rights of the Interested Party

The form that you will find on the following page is the channel established by the ENCE Group for the exercise of the rights of the interested party (Access, Rectification, Cancellation or Erasure, Opposition, Automated Opposition, Portability and Limitation of Treatment), in compliance with the European Regulation for the Protection of Personal Data, GDPR.

There are two methods to send us the request to exercise the rights of the interested party:

A) E-MAIL BOX: The procedure is as follows (all steps are necessary):

1. Print and fill out the form
2. Sign and scan the form
3. Include a photocopy of your ID, or alternative document that proves your identity (if acting on behalf of a third party, both copies of the representative's ID and the document accrediting the representation of the interested party should be included).
4. Send both documents to the e-mail box: [lopd@ence.es](mailto:lopd@ence.es)

B) POSTAL MAIL: The procedure is as follows (all steps are necessary):

1. Print and fill out the form
2. Sign the form
3. Include a photocopy of your ID, or alternative document that proves your identity (if acting on behalf of a third party, both copies of the representative's ID and the document accrediting the representation of the interested party should be included).
4. Send the documents to the address: *C/Beatriz de Bobadilla, N° 14, 4<sup>th</sup> Floor, 28040, Madrid.*

## Form for the Exercise of Rights of the Interested Party

Mr.  Mrs. \_\_\_\_\_ NIF/CIF: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Province: \_\_\_\_\_ Town: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Indicate what type of relationship you have with the ENCE Group:

- Enrolled in the Web     Curriculum Vitae     Staff Pick     Provider     Customer  
 Contact     ENCE Group employee     Other (specify) \_\_\_\_\_

Request to exercise the right to (check the corresponding box):

Access, to be informed about the personal data ENCE may have.

Rectification, of the following personal data that are currently erroneous or excessive:

Cancellation or Erasure, of the following personal data:

Opposition to the processing of personal data for the following purposes:

- Send you information or communications  
 Other (specify)

Limitation to the Treatment of the following personal data that will not be applied to the treatment operations:

Portability, of the following personal data. The interested party will have the right to process their data to another person in charge or to the interested party:

Opposition to automatic decision making, of the following personal data so as not to be subject of a decision based solely on automated processing, including the elaboration of profiles.

**Signature:**