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

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, Nº 14, 4th 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:

[Blank]

☐ Cancellation or Erasure, of the following personal data:

[Blank]

☐ 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:

[Blank]

☐ 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:

[Blank]

☐ 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.

[Blank]

Signature:

The processing of the personal data provided is authorized, as well as of all those that are collected during the process, as established in Regulation (EU) 2016/679 of the European Parliament and of the Council. These will be treated by the ENCE Group C / Beatriz de Bobadilla Nº14, 4ª Planta, 28040, Madrid - (+34) 91 337 85 00 - lopd@ence.es as controller.

The data is processed in order to respond to the rights of the interested party. The personal data processed have been provided by the interested party or his legal representative. The personal data being processed is contact data of the interested parties. The personal data provided will be kept until its deletion is requested by the interested party or his legal representative. The interested party is informed that their data will not be transferred to third parties, except legal obligation. When any alteration or modification in personal data occurs, the interested party must inform ENCE as soon as possible. The interested party may exercise their rights by completing this form and sending it to the above-mentioned email address. ENCE will proceed to respond to the request within a maximum period of one month from receipt of the request.