

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

The form that you will find on the following page is the cannel 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: <a href="lopd@ence.es">lopd@ence.es</a>
- 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,  $N^{o}$  14,  $4^{th}$  Floor, 28040, Madrid.



Signature:

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

□Mr. □Mrs		NIF/CIF:		
Address:				
Zip Code:	Province:	Town:		
Phone Number:	e-m	ail:		
Indicate what type of rela	ationship you have with the EN	ICE Group:		
$\square$ Enrolled in the Web	☐Curriculum Vitae	□Staff Pick	□Provider	□Customer
□Contact	$\square$ ENCE Group employee	□Other (specify)		
Request to exercise the r	ight to (check the correspondir	ng box):		
$\square$ Access, to be informed	about the personal data ENCE	may have.		
Rectification, of the foll	owing personal data that are c	currently erroneous or excessive	:	
Cancellation or Erasure	, of the following personal data	a:		
	essing of personal data for the ation or communications	following purposes:		
□ imitation to the Treatroperations:	nent of the following personal	data that will not be applied to	the treatment	
• •	wing personal data. The interes	sted party will have the right to p	process their data	a to
	ic decision making, of the follow automated processing, includir	wing personal data so as not to bing the elaboration of profiles.	oe subject of a	

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.