**DATA SUBJECT REQUEST FORM**

Data Controller Contact Details:

Name: INSTITUTE OF PHARMACEUTICAL RESEARCH AND TECHNOLOGY S.A(IFET S.A.)

Headquarters: Pallini, Attica (18th km, Marathonos Avenue)

Administration Tel.: 2132002442 - 443

Telefax: 2106039993

E-mail: info@ifet.gr

Data Protection Officer (DPO) of "IFET S.A." Contact Details:

Headquarters: Pallini, Attica (18th km of Marathon Avenue)

Tel.: 2132002485

E-mail: dpo@ifet.gr

Thank you for trusting the company "IFET S.A." (hereinafter "the Company") for the processing of your personal data.

We hereby notify you about the rights you have as a Data Subject under the "General Data Protection Regulation" [EU] 2016/679 (GDPR) (hereinafter referred to as "the Regulation"), regarding your personal data that are processed by the Company, and how these rights can be exercised.

Please read **"Your Rights"** and **"How to Exercise your Rights "** before filling in the following form:

**YOUR RIGHTS**

 Under the Regulation you have the following rights:

* **Right of access to your personal data (Article 15)**

You are entitled to access your personal data processed by the Company but also to be provided with information on how they are processed. You are also entitled to receive copies thereof.

* **Right to rectification/completion of your personal data in case of inaccuracy/incompleteness (Article 16)**

You are entitled to ask us to correct or complete your personal data if they are inaccurate or incomplete.

* **Right to erasure of your personal data in specific cases (Article 17)**

You are entitled to require the erasure of some or all of your personal data processed by the Company in specific cases, as long as further processing of these by the Company is not necessary for particular legitimate reasons. Please note that this right is not applicable when there are reasons of public interest in the field of public health.

* **Right to restriction of processing of personal data (Article 18)**

You are entitled to require restriction of processing of your personal data as long as the legal requirements are met. In this case, we will have the right to store your personal data, but not to process them further unless we have your consent or if one of the conditions specified in the Regulation is not met.

* **Right to object to the processing of your personal data (Article 21)**

You are entitled, as long as the legal requirements are met, to object to the processing of your personal data by the Company for the performance of a duty in the public interest or as necessary for the purposes of the legitimate interests of IFET or a third party as well as for scientific or historical research purposes or statistical purposes.

* **Right to data portability (Article 20)**

You are entitled to receive personal data that you have provided to the Company for your own purposes in an electronic copy and to transfer them easily and safely to third parties, provided that their processing by the Company is based on your consent or a contract and it is conducted in an automated (i.e., electronic or digital) way.

* **Right to lodge a complaint (Article 77)**

You are entitled to lodge a complaint to the Hellenic Data Protection Authority (1, Kifisias Avenue, 115 23, Athens, Tel.: 21 0647 5600) in the event of infringement of your personal data.

* **Right to withdraw your consent (Article 7)**

You are entitled to withdraw at any time and without consequence the consent you have given to the Company for the processing of your personal data. This revocation is valid for the future and does not affect the lawfulness of processing prior to withdrawal of consent.

**Please note that these rights are not absolute and there are certain conditions and restrictions for their exercise. The Company will inform you individually of any special exceptions or limitations, as long as they are of course applicable to you, upon submission of the relevant request.**

**HOW TO EXERCISE YOUR RIGHTS**

1. The application must contain all the necessary information for the Company to be able to respond to your request.

2. The technical complexity of the request, which may affect the timing of implementation, will be assessed immediately upon submission of the request (with the corresponding supporting documents), with the risk of non-observance of the one-month deadline stipulated by the Regulation . If the complexity of the request requires a duration of more than twenty (20) days, then you will be informed by the Company that the deadline for the implementation of the request is extended by two (2) months.

3. When submitting the request form, the following supporting documents must also be submitted:

- Proof of identity documents (e.g. ID or passport or driving license)

- Document confirming residential address (e.g. electricity bill, EYDAP, fixed or mobile telephony).

4.- The submission of the request (including supporting documents) is carried out in three (3) ways **only**:

- At the Company's headquarters, where the request form, which is delivered to the applicant by an employee of the Company, is completed.

- Via e-mail (info@ifet.gr)

- Via registered letter by post or courier.

5.- The response to the request, as well as any other accompanying document, is sent to the address the applicant submitted in the application form.

**A. Data Subject Details:**

|  |  |
| --- | --- |
| Last name: |  |
| First name: |  |
| Address: |  |
| Telephone: |  |
| Identity card number |  |
| E-mail address: |  |

**B. Relationship with the Company**

To help us verify your details and identify your personal data, please fill in the following information depending on your relationship with the Company:

|  |
| --- |
| Employee: □Customer: □Supplier: □Partner: □Other: □If you chose the “Partner” or “Other” category, please fill in the type of your relationship with our company: ...................................................................................................................................................................... |

**C. Request**

After reading the rights you have in accordance with the Regulation regarding your personal data, processed by the Company, (Appendix A), please describe the actions you wish the Company to take in relation to these:

**I wish to receive an answer to my request:**

**- At the address submitted:**

**- Via email:**

**- In a sealed envelope at the Company's offices**

**Place and Date: ........................**

**Signature: .................................**