

**APPLICATION FORM FOR THE EXERCISE OF DATA SUBJECT'S RIGHTS IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION 2016/679**

To  
**Metlen Energy & Metals S.A.**  
 Artemidos 8, St  
 PC 15125, Marousi  
[DPO@metlengroup.com](mailto:DPO@metlengroup.com)

To the attention of DPO

**Natural Person's Information (\*)**

Full Name: .....

Date: .....

**In case you are an existing client, you may also fill in:**

Vat No: .....

Electrical Supply No.: .....

I would like to exercise my following rights and receive your written reply within one month, by the time you receive my request.

Right	Additional Information/Clarification

.....

**Natural Person's Signature/Stamp**

*Instructions for filling in this form: Please complete the rights you wish to exercise and all the necessary additional- clarifying information for its immediate completion.*

**Application Form for the exercise of data subject's rights, in accordance with the general data protection regulation 2016/679.**

Metlen Energy & Metals S.A. (the "Company") based in Marousi, Attica, Artemidos 8 St, as a Personal Data Controller informs you, under the General Data Protection Regulation (GDPR) No. 2016/679 of the EUROPEAN PARLIAMENT AND THE COUNCIL of 27<sup>th</sup> of April 2016 ("General Regulation"), about your following rights:

**Right of Access (Article 15)**

You have the right to be informed as to whether or not the Company processes your data, to have access to such data and obtain supplementary information in connection with such processing.

**Right to rectification (Article 16)**

You have the right to request that your personal data be updated, rectified or completed.

**Right to erasure ('right to be forgotten') (Article 17)**

You have the right to submit a request for the erasure of your personal data, and such request shall be granted provided no other legal grounds for processing are in place (such as, as an indication, compliance with a legal obligation to process personal data).

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

You have the right to request the restriction of the processing of your personal data in the following cases: (a) when you contest the accuracy of your personal data, and pending verification of the accuracy of your data; (b) when you oppose the erasure of your personal data and you request the restriction of their use instead; (c) when your personal data are no longer needed for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims, and (d) when you have objected to the processing and pending verification that our legitimate grounds for processing override those for which you object to the processing.

**Right to object (Article 21)**

You have the right to object at any time to the processing of personal data concerning you which is based on the legal basis of the processing (Article 6 (1) (e) or (f) of the General Regulation) and your objection shall be granted unless the Company demonstrates compelling legitimate grounds for the processing.

**Right to oppose automated decision-making (Article 22)**

You have the right to request that you be excluded from decision-making, which is based on automated processing, including profiling.

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

You have the right to receive, at no cost, your personal data in a structured, commonly used and machine-readable format or to request, if technically feasible, that we transmit such data directly to another controller.

**Please be further informed that:**

1. You reserve the above rights without prejudice to the applicable legislation and the given restrictions.
2. Your request shall be replied within one month of its receipt, in accordance with Article 12 § 3 of the General Regulation. This timeframe may be extended in case of request complexity. In any case you shall be informed about it within the first month.
3. Should your request be rejected, our Company shall provide you with a clarification.
4. If your request does not meet the requirements of the applicable law, our Company reserves the right either to: (a) ask you for reasonable reimbursement, taking into account the administrative costs for providing the requested information, such as the contacts with you and the processing of the requested actions etc., or (b) rejecting your request.
5. If doubts arise related to the identification of the applicant, our Company reserves the right to request additional information for the purpose of adequate identification.
6. If your rights are infringed, please be informed that you have the right to lodge a complaint to the Hellenic Personal Data Protection Authority. For the Authority's competence and how to lodge a complaint, you can visit its website ([www.dpa.gr](http://www.dpa.gr) > My Rights > Complaint), where detailed information is available.

In case you wish to exercise one or more of the above rights, please fill in the following application with the required information before identification purposes and the right(s) you wish to exercise. Then, please send the form in electronic format to [DPO@metlengroup.gr](mailto:DPO@metlengroup.gr) or by the post to the following address: Metlen Energy & Metals S.A., 8 Artemidos Street, PC 15125 Marousi, to the attention of DPO.

(\* If you are **not** our Client, for security and identification purposes, please proceed with the issue of Certificate of Genuine Signature from ΚΕΠ or you may issue Solemn Declaration via eGOV.

Sincerely,  
Data Protection Officer  
[DPO@metlengroup.gr](mailto:DPO@metlengroup.gr)