

## Application for the Exercise of Rights by Data Subjects

The Regulation (EU) 2016/679 provides the data subject with a set of rights. This form is intended to facilitate the subject's access to his / her data for the exercise of his or her rights. In any case of request, the reservation of the provisions of the Regulation is maintained.

Please specify which of your rights you would like to exercise:

- The right of access
- the right of rectification
- The right of erasure (“right to be forgotten”)
- The right of restriction of processing
- The right of data portability
- The right to object

Your request will be processed within the following time limits after receiving the complete request and identifying the applicant.

Data subject’s request	Designated Response Period
The right of access	Within a month
The right of rectification	Within a month
The right to erasure	Within a month
The right of restriction of processing	Within a month
The right of data portability	Within a month
The right to object	Within a month

**Personal details of the applicant:**

Please fill in your personal details:

<b>Surname:</b>
<b>Name:</b>
<b>Address:</b>
<b>Postal code:</b>
<b>Date of birth:</b>
<b>Contact number:</b>
<b>E-mail address :</b>

## Application for the Exercise of Rights by Data Subjects

**To confirm my identity, I attach the following copies :**

Birth certificate

Driving license

Passport

Another official document stating my details and / or my address.

**Are you the data subject; (Please choose the corresponding answer)**

- I am the data subject and I attach the required evidence of my ID e.g. copy of driving license, birth certificate, passport, marriage certificate.
- I am not the data subject, but I act in his / her name as his / her legitimate representative. The written authorization and the required evidence of their identity, are attached.

**Information for the data subject**

If you are not the data subject and you are applying for someone else, please fill in the details of the data subject and not yours.

**Surname:**

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**Name:**

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**Address:**

**Postal code:**

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**Date of birth:**

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**Contact number:**

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**E-mail address:**

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**To confirm my identity, I attach the following copies :**

Birth certificate

Driving license

Passport

Another official document stating my details and / or my address.

**Proof of identity:**

In order to proceed with the implementation of any request, we wish you to prove your identity. Your proof of identity must include copies of documents such as birth certificate, passport, driving license, other official document, on which your details and / or your address will be stated, for example, recent accounts from Public Enterprises and Organizations. Documents must include your name, date of birth and your current address.

## Application for the Exercise of Rights by Data Subjects

**Describe in detail your request:** Please provide in as much detail as possible, such as dates, references etc. :

  
  
  
  
  
  
  
  
  
  

**I would like the respond of my request, to be:**

- In electronic form, by e-mail
- In printed form, by post
- In printed form, to receive it personally

**Solemn declaration**

I responsibly declare that the information provided is correct and I have the right to request and access the above information in accordance with the terms of the General Data Protection Regulation.

<b>Signature:</b>	<b>Date of submission of the request:</b>

**The request of the data subject should be delivered to:**

OXFORD COMPANY S.A.  
 Dimosthenous 51, Menemeni  
 Postal Code: 54628  
 Thessaloniki

The OXFORD COMPANY S.A. will process the requests of the data subjects within 30 days of receipt of the written request. In exceptional cases, in which this deadline cannot be met, you will be informed of the delay and will be given a timetable for the possible date of your request.