**INFORMATION REQUEST FORM**

*Exclusively to provide information to data subjects related to the exercise of their rights.*

*Fill in capital letters. Fields marked with (\*) are mandatory.*

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| Data subject informationPlease fill in your information so that we can examine your request. |
| Name\*: |  |
| Address (street, number, POSTAL CODE)\*[[1]](#footnote-1): |  |
| City: |  |
| Country: |  |
| Email: |  |
| Contact phone number: |  |

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| Information of the data subject’s representative[[2]](#footnote-2)In case of representation by a third party, please fill in your information. |
| Name and surname |  |
| Address (street, number, POSTAL CODE) |  |
| City |  |
| Country |  |
| Email |  |
| Contact phone number |  |

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| Information of the data subject’s representative[[3]](#footnote-3)In case of representation by a third party, please fill in your information.  |
| Name and surname |  |
| Address (street, number, POSTAL CODE) |  |
| City |  |
| Country |  |
| Email |  |
| Phone number |  |

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| Which right do you wish to exercise? (the right to which the request relates) Please select [√] the right you wish to exercise. |
| Right of access |  |
| Right to rectification |  |
| Right to erasure (“right to be forgotten”) |  |
| Right to restrict processing |  |
| Right to data portability |  |
| Right to object |  |
| Right to withdraw consent at any time |  |
| Right to object to automated individual decision-making and profiling |  |

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| 1. **Detailed description of the request[[4]](#footnote-4)**

Please describe your request. |
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| Method of communicationPlease choose how you would like us to contact you regarding the progress of your request. |
| Electronic communication (via email) |  |
| Phone communication |  |
| By post |  |
| In hard copy and to receive it in person |  |

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| 1. **Information and instructions on how to fill in the form**
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| 1. Please fill in all the above fields after carefully reading the relevant explanatory notes.
2. Our Company provides you with this form, with which you can exercise your rights,as provided by the applicable legal framework (in particular the General Data Protection Regulation (EU) 2016/679, Law 4624/2019) and relate to your personal data that we process under the relationship between us.
3. The Company informs you that it is committed, in accordance with the applicable legal framework, to examine and evaluate your request and then proceed to its fulfilment, if possible, within the prescribed period of time. In any case, you will be promptly informed of any developments regarding the progress of your request, including justified delays, for reasons related to the specificity of your request, as well as the case where you have provided insufficient information.
4. The data and information that you provide us when filling in this form will be used by our Company exclusively for the examination and subsequent fulfilment of your request. Depending on the nature of your request, your information will be forwarded to the relevant departments of our Company in order to ensure its timely and accurate processing.
5. Our Company will make every effort to carry out the required actions within a period of thirty (30) days from the date of exercising your right (in case of postal delivery, from the date of its receipt), unless the tasks related to the fulfilment of your request are characterised by particularities and/or complications, on the basis of which our Company reserves the right to extend the time to complete the procedure by sixty (60) more days. In case of any extension, you will be informed within thirty (30) days of the submission of your request.
6. This application containing your personal data will be kept for a period of five (5) years in our Company's records, subject to extension of the relevant period in the event of legal claims and in any case in accordance with the applicable legal framework. If the request is submitted by an employee of the Company, it will be kept for five (5) years after the date of termination of the employment relationship.
7. If you believe that your right is not fulfilled, you reserve the right to contact the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr/)).
8. For more information about your rights, as they derive from the applicable legal framework for the protection of personal data, please refer to the Personal Data Protection Policy posted on our website or contact us by email at dpo@seajets.gr.
9. Please note that if there is reasonable doubt about the identity of the data subject, we may request additional information to confirm such identity.
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I solemnly declare that all the above information is accurate and true and I consent to its processing by your Company for the specific purpose of processing.

Place, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Applicant

*[Signature of applicant]*

**Details of the Controller**

Headquarters: 2 Dimitriou Gounari, 18531 Piraeus, 7th floor, Greece

Tel: +30 210 4121001

Email: info@seajets.gr

Website: www.seajets.com

**Details of the Data Protection Officer**

Email: dpo@seajets.gr

**Contact details of the competent supervisory authority:**

Personal Data Protection Authority

1-3 Kifisias Ave., P.C. 115 23, Athens

Phone number: 210 6475600

Email: contact@dpa.gr

1. *A request can only be made by the natural person (Subject) to whom the personal data relate. If you wish to receive a written reply, you should fill in either your postal or your email address. It is mandatory to fill in either your phone number or your email address. The contact phone number shall be used to contact the applicant if deemed necessary.* [↑](#footnote-ref-1)
2. *To be filled in only where applicable. Give the exact information of the representative in capital letters. In case of representation by a third party, an authorisation document bearing the authentication of the authorising party’s signature must be submitted.* [↑](#footnote-ref-2)
3. *To be filled in only where applicable. Give the exact information of the representative in capital letters. In case of representation by a third party, an authorisation document bearing the authentication of the authorising party’s signature must be submitted*. [↑](#footnote-ref-3)
4. *The request must relate exclusively to the exercise of your rights. In this field, please describe your request as accurately as possible and provide the relevant information. Please specify your request in order to help us respond to it in a timely and efficient manner. To assist you, you can find out about your rights in the Personal Data Protection Policy posted on our website (Privacy Policy).* [↑](#footnote-ref-4)