

## FORM FOR THE EXERCISE OF RIGHTS REGARDING PRIVACY

### REQUEST FOR THE EXERCISE OF RIGHTS RELATED TO YOUR PERSONAL DATA

#### 1. DETAILS OF THE DATA SUBJECT AND/OR HIS/HER REPRESENTATIVE

FULL NAME

IDENTITY DOCUMENT NUMBER

POSTAL ADDRESS

EMAIL

TELEPHONE \*

#### 2. IF ACTING THROUGH A REPRESENTATIVE, PLEASE INCLUDE THE REPRESENTATIVE'S DETAILS

FULL NAME

IDENTITY DOCUMENT NUMBER

POSTAL ADDRESS

EMAIL

TELEPHONE \*

\*The field marked with this symbol is not mandatory for submitting the application. This field is requested in order to be able to communicate with you in the event of any aspect that may give rise to doubts about the exercise requested.

#### 3. RIGHT TO BE EXERCISED

You may request the exercise of the following rights: access, rectification, erasure, objection, restriction of processing, portability, not to be subject to an automated decision, to withdraw your consent and to be informed of the guarantees applicable in an international transfer of your data, whereby the list below is provided so that you can express which right you wish to exercise.

Please indicate the right you wish to exercise in the drop-down list below:

- Right of access** and, in particular, mark what you would like to be provided from the drop-down list below:
- Whether or not we are processing personal data concerning you at FABRIKA.
  - The origin of your data, if you did not provide them to us
  - The purposes of the processing of your data.
  - The categories of data processed.
  - The recipients or categories of recipients to whom the personal data are disclosed, in particular recipients in third parties or international organisations.
  - If possible, the intended period of retention of the personal data (or, if not possible, the criteria used to determine this period).

Whether FABRIKA makes automated decisions - including profiling - using your personal data.

**Right of rectification** and, in particular, mark what you would like to be provided from the drop-down list below:

- Completing incomplete personal data.
- Updating or rectifying personal data if they no longer correspond to current reality or if they are inaccurate.

**Right of erasure** and, in particular, mark what you would like to be provided from the drop-down list below:

- You consider that your data are no longer necessary for the purposes for which they were collected or processed.
- You withdraw the consent on which we base the processing of your data and this consent cannot be covered by any other legitimate basis.
- You have successfully exercised your right to object to the processing of your data.
- The personal data have been processed unlawfully.
- Personal data must be erased in order to comply with a legal obligation imposed on FABRIKA.

**Right of limitation of processing** and, in particular, mark what you would like to be provided from the drop-down list below:

- You request the rectification of your personal data, within a period of time that allows FABRIKA as the controller to verify the accuracy of the data.
- The processing is unlawful and you object to the erasure of the personal data, requesting instead that FABRIKA limit their use.
- FABRIKA no longer needs the personal data for the purposes of the processing, but you need them for the formulation, exercise or defence of claims.
- You have objected to the processing while it is being verified whether the legitimate interest of FABRIKA prevails over your right.

**Right to the portability of your data:** You have the right to receive the personal data you have provided to us in a structured, commonly used and machine-readable format and to transmit them to another controller without FABRIKA preventing you from doing so. You also have the right to ask us to transfer them directly to another data controller where this is technically feasible. However, you only have this right when we are processing your personal data on the basis of your consent or we are processing your personal data on the basis of a contract with you and the processing is carried out by automated means.

**Right of opposition:** You have the right to ask us to stop using your personal data, for example, where you believe that the personal data we hold about you may be incorrect or you believe that we no longer need to use it. If we process your data for direct marketing purposes, you have the right to object to such processing, including profiling, insofar as this is related to direct marketing. For this purpose, you may exercise this right or request that we stop sending you marketing messages by unsubscribing from any marketing email we send you. You may exercise your right to object at any time, on grounds relating to your particular situation, to any processing of your personal data which has our "legitimate interests" as a lawful basis, if you consider that your rights prevail ours. However, FABRIKA may continue to process your personal data if it can prove that it has compelling legitimate interests or that FABRIKA needs to process your data for the formulation, exercise or defence of claims.

**Right not to be subject to automated decisions based on the processing of your personal data, including profiling:** You may object to being bound by a decision taken by FABRIKA solely on the basis of automated processing of your data without human intervention. However, you shall only have this right where such a decision produces legal effects on your person or otherwise significantly affects you. If you have been subject to a decision of the type described above and you disagree, you may contact FABRIKA

and ask us to review the decision to seek human intervention, express your views or otherwise challenge the decision. You do not have the right to object when the decision taken in an automated way: • Is necessary for the conclusion or performance of a contract with you, • Is authorised by law and there are adequate measures in place to safeguard your rights and freedoms, or • Is based on your explicit consent.

Please give us all the details you consider necessary or relevant so that we can deal with your request in the most appropriate way.

2

Please send the form duly completed and accompanied by a photocopy of a valid identity document under law. If you are acting on behalf of a third party, you must provide the corresponding document for the representative and a document accrediting the representation of the interested party.

The reply will be sent to you within a maximum period of thirty days, which may be extended for a further two months in the case of a complex request or in the event that FABRIKA must deal with numerous requests.

Indicate how you wish to be notified of the reply:

- Email
- Post

Date

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**PERSONAL DATA PROTECTION INFORMATION Controller:** FABRIKA **Purpose:** To manage requests from individuals regarding the exercise of rights related to the processing of their personal data by FABRIKA. **Legitimate Interest:** Compliance with legal obligations. **Rights and additional information:** You can access additional information about the processing of your personal data in the privacy portal on the website [www.fabrika.eus](http://www.fabrika.eus)