

Request for the exercise of the respondents' rights

Please fill out this form to let us know about a claim for personal data protection.

I. INFORMATION ABOUT THE APPLICANT INFORMATION ABOUT THE APPLICANT (information marked (*) is optional and can be provided to us for easy communication)

Name and surname		OIB	
Phone*		e-mail*	

II. INFORMATION ABOUT THE REPRESENTATIVE OF THE APPLICANT (to be completed if the applicant is represented by a third party)

LEGAL REPRESENTATIVE CUSTOMER (attach custody decision) AUTHORITY (attach power of attorney)

Name and surname		OIB	
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III. DATA ON THE METHOD OF RECEIVING AN APPLICATION (fill in the relevant information)

Address		e-mail	
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IV. DATA ON THE RIGHTS / RIGHTS THE APPLICANT WANTS TO EXERCISE (tick the appropriate box (s))

- Right of access Right to data portability
 Right of correctio Right of Objection
 Right to erasure ("right to be forgotten") Right to limit processing
 Right to object to a decision based solely on automated processing

V. EXPLANATION OF THE REQUEST

InstantOffice Ltd., Zagreb, Radnička cesta 80, OIB: 56812565987 will use the information collected on this form solely for the purpose of acting on this request, in accordance with the provisions of the General Data Protection Regulation (Regulation (EU) 2016/679). The provision of personal information on this form is voluntary, but in the event that we do not provide the information we need, we will not be able to respond to your request. We will retain personal information collected on this form for 1 year from the day it is received, unless there is another legal basis for processing it and provides for a longer storage period. In order to comply

with this request, we have the right to request additional information to confirm the identity of the applicant or the person representing him. In case of inability to confirm the identity, we have the right to refuse to act on this request. With regard to the processing of your personal data, you have the right to exercise the following rights: right of access, right to rectification, right to delete, right to limit processing. You can contact our Data Protection Officer to exercise these rights. If you believe that the processing of your personal information is not in accordance with the rules on protection of personal data, you have the right to file a complaint with the Personal Data Protection Agency (www.azop.hr).

((date of filing)

(handwritten signature of the applicant / person representing the applicant)

You can submit your request to us in the following ways:

- by mail - InstantOffice Ltd., Radnička cesta 80, 10000 Zagreb (for Data Protection Officer)
- via email: info@instantoffice.hr
- In person, at the InstantOffice Headquarters d.o.o. - seat information at: www.instantoffice.hr

APPLICATION RECEIPT DATA (filled by InstantOffice d.o.o.)

Date of receipt of the request		Name, surname and signature	
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InstantOffice d.o.o. - Request for the exercise of the respondents' rights