**HEnEx PPA Platform**

**Member’s Contacts and Users Form**

Date:Click or tap to enter a date.

To: **EnEx Admission Service**

110, Athinon Ave. 104 42 Athens, Greece

Tel: +30 210 33 66 548

 E-mail: admission@enexgroup.gr

|  |  |  |  |
| --- | --- | --- | --- |
| **General Info** |  |  |  |
| Participant’s name: | Click or tap here to enter text.*(full trade name and distinctive title if company)* |
| VAT ID[[1]](#footnote-1): | Click or tap here to enter text. |  |
| **Key Persons** |
| With this form, the abovementioned Participant dictates its designated[[2]](#footnote-2) executives for any communication foreseen by the Rulebook for the operation of the RES power purchase agreement (RES-PPA) Platform (hereinafter the "Rulebook") and the Decisions issued for the implementation of the Rulebook.Please select *"New" for new* executives, "Edit" to modify existing executives’ contact details, "No change" for existing executives without change. In case of deactivations please provide the full name(s) in the Notes section on page 2, specifying the need for their deactivation. |
| **Membership issues**  |
| Name | :       | Tel. | :       | Action: Choose an item. |
| Email | :       | Mob. | :       |
| Name | :       | Tel. | :       | Action: Choose an item. |
| Email | :       | Mob. | :       |
| **Participation issues**  |
| Name | :       | Tel. | :       | Action: Choose an item. |
| Email | :       | Mob. | :       |
| Name | :       | Tel. | :       | Action: Choose an item. |
| Email | :       | Mob. | :       |

**Accounting Dpt**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| Position:  | Choose an item. | Name | :       | Tel. | :       |
| Action: | Choose an item. | Email | :       | Mob. | :       |
| **Authorized Users** |
| With this form, the abovementioned Participant declares the users and their contact details for the Participant’s access to the information system of the HEnEx PPA Platform.Please select *"New*" for new executives, "Edit" to modify existing executives’ contact details, "No change" for existing executives without change. In case of deactivations please provide the full name(s) in the Notes section on page 2, specifying the need for their deactivation. |
|

|  |
| --- |
| **Users Details** |
| **User’s Full name****[[3]](#footnote-3)** | **User’s email[[4]](#footnote-4)** | **User’s mobile number** | **Action** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

 |
| **Key Person responsible for communication with other Participant(s)** |
| With this form, the abovementioned Participant declares the natural person and its contact details for communication with other Participant(s) in accordance with subsection 4.2.2 of the Rulebook.Please select *"New" for new* executives, "Edit" to modify existing executives’ contact details, "No change" for existing executives without change. In case of deactivations please provide the full name(s) in the Notes section on page 2, specifying the need for their deactivation. |
| Name | :       | Tel. | :       | Action: Choose an item. |
| Email | :       | Mob. | :       |

**Notes**

*Please provide any additional information you consider relevant*

|  |
| --- |
|  |

The Participant hereby declares that its abovementioned designated executives and authorized users are fully aware of the Rulebook and the Decisions issued for its implementation.

The Participant undertakes the obligation to inform the respective natural persons (key personnel) about the processing of their personal data, by handing to them the information of Appendix I.

For the Participant,
Name of Legal Representative, Position (if applicable), Signature



**APPENDIX 1 – PRIVACY NOTICE**

This notice concerns the processing of your personal data carried out by "HELLENIC ENERGY EXCHANGE S.A." (hereinafter "HEnEx" or "Company" or "Controller" or "We"), in the context of your status as a key person for any communication (hereinafter "Key Person") foreseen by the Rulebook and the Decisions issued for its implementation or/and as an authorized user of the PPA Platform (hereinafter "Authorized User"). This notice aims to inform you on the personal data collected, to explain the means and purposes of data processing, to state any third parties with whom HEnEx shares your personal data and finally to inform you on your data protection rights. Please read this notice in order to be informed in detail about the terms of processing your data:

**Data Controller**

HEnEx acts as the data controller pursuant to General Data Protection Regulation (EE) 2016/679 ("GDPR") and national law 4624/2019, of your personal data, which are collected with the submission of the present form. The registered seat of the Company is in Athens, at 110 Athinon Ave., postal code 104 42, contact telephone number: +30 210 33 66 400, email: info@enexgroup.gr.

**Types of data collected**

The personal data collected for Key Persons are the following:

1. Identification data, such as name.
2. Job data, such as current position in the participant’s company.
3. Contact details, such as e-mail address and fixed and mobile telephone number.

The following personal data are collected for the Users:

1. Identification data, such as full name.
2. Contact details, such as e-mail address and mobile telephone number.
3. Digital data (username, password).
4. Computer data (e.g. IP address, log files, etc.).

**Collection of personal data & processing purpose**

The aforementioned data are collected directly from the data subject or from the Participant that is the data subject’s employer. Additionally, digital and computer data are collected, automatically, during the use of the PPA Platform.

Your personal data are processed for the following purposes:

a) The provision of the PPA Platform’s intermediation services to its Participants.

b) To safeguard the PPA Platform’s cybersecurity.

**Legal basis for the processing of personal data**

The processing of your personal data as Key Persons for communication purposes or as Authorized Users for the provision of access to the PPA Platform are necessary for us to ensure the successful, timely and effective performance of the agreement between HEnEx and your employer/the Participants, as per the Rulebook. Therefore, the aforementioned processing of personal data is carried out on the basis of the HEnEx ’s legitimate interest to perform the agreement concluded with your employer (Article 6 par 1f GDPR).

With regard to the processing of your personal data as an Authorized User, carried out in pursuit of safeguarding the PPA Platform’s cybersecurity, the legal basis is the legitimate interest of HEnEx, its clients, and its users (Art. 6, par. 1f GDPR), which consists in particular in ensuring the security of the networks, systems, information, and personal data of the Company, its clients, and its users.

**Recipients of personal data**

HEnEx shall ensure that your personal data are processed solely by the necessary personnel, which has been adequately informed regarding the secure processing of your personal data. Additionally, for the fulfilment of the aforementioned purposes, recipients of your personal data also include natural and legal persons, to which we assign the performance of specific tasks on their behalf, such as cloud service providers. These companies, acting as processors, are contractually bound to ensure confidentiality of personal data, as well as to follow our instructions regarding the processing of personal data and take all appropriate measures for their protection.

Additionally, since the PPA Platform constitutes an intermediation platform, some of your personal data and contact details will be provided to other Participants of the PPA Platform to facilitate the initiation of contact between you, in order for you to explore the possibility of entering into a bilateral RES power purchase agreement with each other.

Furthermore, your personal data may also be disclosed to supervisory, administrative, judicial, public or/and other authorities and bodies, provided that their disclosure is required by the applicable legislation or provided therein, as well as to lawyers/ law firms, auditors or audit companies.

**Transfers of data to countries outside the European Economic Area (EEA) or international organizations**

Your personal data are, as a rule, stored and processed exclusively within the EU. Regarding the hosting of the PPA Platform’s data, we have implemented the necessary measures to ensure that your data will be hosted within the EU. If, in exceptional situations, your data needs to be transferred to third countries for the provision of cloud services, we have ensured that such transfers may only take place in accordance with Chapter V of the GDPR.

**Data retention period**

Your personal data are only retained for a period of 5 years following your last interaction with the PPA Platform. At the end of this period, your personal data will be deleted irrevocably, unless otherwise required under the applicable legal and regulatory framework or unless they are already part of an ongoing legal claim, in which case they will be retained until the issuance of the relevant final judgment of the Court(s).

**Your rights**

In accordance with the provisions of GDPR, you have the following rights, which may be exercised as appropriate:

* Right to access your personal data.
* Right to correct and/or update your data.
* Right to deletion / right to be forgotten.
* Right to restrict processing.
* Right to data portability.
* Right to object to the processing of your personal data.

**Exercise of rights**

If you wish to receive further information about the processing of your personal data or exercise any of your rights, you can contact us either in writing at: “HELLENIC ENERGY EXCHANGE S.A.”, 110 Athinon Ave., 104 42 Athens, for the attention of: Data Protection Officer (DPO), or by e-mail addressed to the Data Protection Officer (DPO) of HEnEx at: dataprotectionofficer@Enexgroup.gr.

We shall reply to your request within one (1) month of its receipt and at no cost to you. This time limit may be extended for a period of two (2) more months, due to the complexity or number of requests. In this case, you will be notified regarding the extension and the reasons for it at the earliest and no later than one month after receiving the request.

**Security of personal data**

We implement an information security management system, in order to ensure secrecy, security of data processing and protection of personal data from any accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access, as well as from all inappropriate forms of processing.

We have implemented all appropriate organizational and technical measures, pursuant to the applicable legal framework, in order to safeguard that processing of data is legitimate, appropriate and secured against any unauthorized or illegal access. In this respect, the authorized personnel of HEnEx have received the appropriate training and guidance.

The measures taken by HEnEx are reviewed and amended regularly or when deemed necessary based on new needs and technological developments.

**Right to lodge a complaint**

If you believe that: a) any request submitted by you has not been adequately and legally satisfied, or b) your right to personal data protection is being breached by any processing that is carried out by us, you have the right to lodge a complaint, through the dedicated online portal of the Hellenic Data Protection Authority (postal address: 1-3 Kifissias Ave., 115 23, Athens, https://www.dpa.gr/, tel. 210 6475600, e-mail: contact@dpa.gr.

1. VAT Identification Number [↑](#footnote-ref-1)
2. Designation of executives by a legal representative with this form does not release the Participant from the obligation to submit relevant evidence (such as special BoD Minutes), upon HEnEx’s request, that the legal representative bears the power of sub delegation. [↑](#footnote-ref-2)
3. When full name is requested, please fill in with the name, surname and father’s name. [↑](#footnote-ref-3)
4. User’s credentials will be sent to the indicated by the User e-mail. [↑](#footnote-ref-4)