**Application Form for the issuance of the Energy Clearer Certificate (ECC) by EnEx Clearing House (EnExClear)**

Date:Click or tap to enter a date.

To: **EnEx Member Support**

110, Athinon Ave. 104 42 Athens, Greece

Tel: (+30) 210 33 66 952

E-mail: [EnEx-Member-Support@enexgroup.gr](mailto:EnEx-Member-Support@enexgroup.gr)

|  |  |
| --- | --- |
| **Applicant’s Information** |  |
| Applicant’s Name (Clearer): | Click or tap here to enter text. |
| Applicant’s Contact Details (tel./email): | Click or tap here to enter text. / Click or tap here to enter text. |
| Clearing Member’s Name | Click or tap here to enter text. |

I hereby request to be approved as a Certified Clearer and for this purpose I attach the following documents:

1. ***For Candidate Certified Clearers who have participated in EnExClear’s examinations (EnExClear Decision 2. Par. 2.3)***

|  |  |  |
| --- | --- | --- |
| (a) | I have successfully participated in EnExClear’s Exams for ECC on: | Click or tap here to enter text. |
| (b) | Proof of deposit of the relevant fee: |  |
| (c) | Copy of personal identity or passport: |  |
| (d) | I hereby declare[[1]](#footnote-1) that I have not been convicted or fined in accordance with the provisions of par. 2 of article 2.3 of EnExClear Decision 2. |  |
|  |  |  |
| ***2)*** | ***For Candidate Certified Clearers who meet the conditions for exemption from EnExClear’s examinations (EnExClear Decision 2. Par. 3.5)[[2]](#footnote-2)*** |  |
| (a) | I have either of the following: |  |
|  | i. Certified Copy of Equivalent Certificate to the ECC in accordance with case (a) of par. 3.5(1), Article 3 of EnExClear Decision 2, **or** |  |
|  | ii. Proof of two (2) years working experience with main duties relative to that of the ECC in accordance with case (b) of par. 3.5(1), Article 3 of EnExClear Resolution 2 |  |
| (b) | I have attended EnExClear’s special seminar on: | Click or tap here to enter text. |
| (c) | Joint statement with the Clearing Member, as foreseen in in par. 3.5 (3), Article 3 of EnExClear Decision 2 (see **Table 1** below): |  |
| (d) | Proof of deposit of the relevant fee: |  |
| (e) | Copy of personal identity or passport: |  |
| (f) | I hereby declare[[3]](#footnote-3) that I have not been convicted or fined in accordance with the provisions of par. 2 of article 2.3 of EnExClear Decision 2. |  |

**Table 1 Joint Statement of Candidate Certified Clearer with the Participant\***

(\*to be filled in only in case the Candidate Certified Clearer requests exemption)

|  |
| --- |
| The candidate Certified Clearer Click or tap here to enter text. and the Company under the name Click or tap here to enter text. , Clearing Member of EnExClear, hereby declare that the applicant is acquainted with Rulebooks and relevant Decisions of EnExClearand their associated systems , and that it fully understands their content, having full knowledge of the obligations and consequences arising from the exercise of her/his duties as a Certified Energy Clearer.  For the Clearing Member Click or tap here to enter text.  (Name of Legal Representative(s), Position, Signature)    (Company Stamp)  For the Αpplicant Click or tap here to enter text.  (Name of Applicant, Position, Signature) |

I declare that I have been informed about the processing of my personal data, in accordance with the information of Appendix I.

For the Αpplicant Click or tap here to enter text.

(Name of Applicant, Position, Signature)

**APPENDIX I**

**INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR CANDIDATE CERTIFIED CLEARERS OF ENEXCLEAR**

A. PROVISION OF INFORMATION TO DATA SUBJECTS

EnExClear, in its capacity as data controller, in accordance with the Regulation (EU) 2016/679 (GDPR), L. 4624/2019 and the other provisions of the Greek and European legislation on the protection of personal data, hereby provides information concerning the personal data processing of the natural persons in their capacity as candidate certified clearers of EnExClear, in the way described below.

Ι. What kind of data do we collect?

a) Name

b) Contact details such as e-mail address and telephone number

c) Data included on National ID cards or passports

d) Relevant working experience and training data

ΙΙ. Where do we collect your data from?

The aforementioned data are collected directly from the candidate.

ΙΙΙ. Why do we collect your data and how do we process them?

Personal data collected in the way described above, in accordance with the applicable legal and regulatory framework, are processed for the evaluation of candidate certified clearers’ competence to fulfill their duties, their approval as certified energy clearers and the issuance of Energy Clearer Certificate on their name by EnEx Clearing House.

The legal basis of the processing for this purpose is that the processing is necessary in the exercise of official authority and competences vested in EnExClear.

IV. Who are the data recipients?

EnExClear’s employees who are responsible for EnExClear members’ support, who have been duly informed about the secure processing of your personal data.

In addition, recipients of your data are natural and legal persons to whom EnExClear entrusts the performance of specific tasks on its behalf, such as, among others, system maintenance and technical support providers, software service providers and information security service providers (e.g., ATHEXGROUP’s companies that provide the necessary IT platforms and technical support services). These persons, acting as processors of personal data, have been informed and committed in advance to respect the confidentiality of your data, are aware of and follow our instructions regarding the processing of personal data and take all appropriate measures to protect them.

Furthermore, the recipients of your personal data may be, on a case-by-case basis supervisory, auditing, independent, judicial, public and/or other authorities and bodies within the scope of their statutory responsibilities, duties and powers, when the transfer to them is required by law or provided for by law.

V. Are the data transferred outside the European Economic Area (E.E.A.) or to international organizations?

EnExClear does not transfer any personal data to any third country or international organization regarding this matter.

VI. For how long are the data retained?

The personal data will be stored by EnExClear for the period of time necessary by law or for the fulfillment of the legal basis and their processing purpose, as well as for the necessary period of time required by the legal and/or regulatory framework in force or for the time required for EnExClear to exercise its claims and defend its rights and legal interests.

VII. What rights dothe candidates have for the protection of their data?

According to GDPR, the data subject has the following rights:

a) To know which personal data, concerning them, are being stored and processed by EnExClear, as well as their source (right of access).

b) To request for the rectification and/or supplementation of these data, so as to be complete and accurate, by submitting any necessary document which shows the need for supplementation or rectification (right to rectification).

c) To request for the restriction of processing concerning their personal data (right to restriction of processing).

d) To deny and/ or object to any further processing of their personal data retained by EnExClear (right to object).

e) To request for erasure of their personal data from EnExClear’s records (right to be forgotten).

f) To request for the transfer of the data they have provided to EnExClear to another controller (right to data portability).

EnExClear, has, in any case, the right to refuse the request, if the processing is necessary for the establishment, exercise or defense of EnExClear’s rights or the fulfilment of its legal obligations.

VIIΙ. How can the candidates exercise their rights?

In order to exercise their rights, the candidates may address EnExClear:

* In writing to:

EnExClear

110 Athinon Avenue, 104 42 Athens

c/o: Data Protection Officer

* Through email to EnExClear’s Data Protection Officer to: [dataprotectionofficer@athexgroup.gr](mailto:dataprotectionofficer@athexgroup.gr)

EnExClear shall use its best endeavors to address to candidates’ requests within thirty (30) days of its receipt. The abovementioned period may be prolonged for sixty (60) more days, if deemed necessary, taking into account the complexity of the issue and the number of the requests. EnExClear shall inform the candidates within thirty (30) days after receipt of their request in any case of prolongation of the abovementioned period.

If EnExClear does not take action in relation to candidates’ request, it shall inform the candidate without delay and within thirty (30) days of the receipt of their request at the latest, for the reasons it did not take action and for the possibility of the candidate to submit a complaint and open a judicial procedure.

ΙΧ. How are the candidates’ rights protected?

EnExClear applies an information security management system to ensure the confidentiality and security of the candidates’ data processing procedure and to protect them against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and any other form of unlawful processing.

Χ. Complaints submission

The candidates have the right to file a complaint with the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)), which is the competent supervisory authority for the protection of the fundamental rights and freedoms of natural persons with regard to their processing, when they assume that their rights are infringed in any way.

B. CONTACT DETAILS

Ι. Data Controller

EnExClear S.A.

Address: 110 Athinon Avenue, 104 42 Athens

Contact phone number: +30 210 33 66 800

ΙΙ. Data Protection Officer

Address: 110 Athinon Avenue, 104 42 Athens

Email: [dataprotectionofficer@athexgroup.gr](mailto:dataprotectionofficer@athexgroup.gr)

1. In my personal responsibility and knowing the sanctions set in the provisions of paragraph 6 of Article 22 of Law 1599/1986. [↑](#footnote-ref-1)
2. Only for candidates who are employees of EnExClear Clearing Member. [↑](#footnote-ref-2)
3. In my personal responsibility and knowing the sanctions set in the provisions of paragraph 6 of Article 22 of Law 1599/1986. [↑](#footnote-ref-3)