

## Recommendations for the Use of the Data Holder Rights Exercise Form

The reason for including this form (see page 2) is aimed at improving communication and assisting in the execution of the request for the exercise of rights as established in the new General Data Protection Regulations (RGPD) and it is recommended by the AEPD. PADEL NUESTRO (PN) presents the following form to **exercise the right of Access**. We should inform you that the data that has been stored from you derived from the forms or communications established for this purpose, will be blocked in order to be able to prove the management and maintenance of the same (data / documents) for a period of 5 years.

The right of access is one of the rights that the Organic Law of Protection of Personal Data (LOPD) recognizes to the citizens so that they can control by themselves the use made of their personal data, and in particular, the right to obtain information about whether they are being treated as well as the information available on those data and the communications made or foreseen therein. This exercise is very personal, so it can only be requested by the person concerned, who should contact the company or public body that knows or presumes that they have their data, and can choose to view them directly on screen or obtain them by writing, copy, photocopy or any other system appropriate to the type of file in question. The person in charge of the file (PN) must resolve on the request within one month of receiving the request. You must also do so even if you do not have data of the affected party. If after that period, the request has not been adequately addressed, the interested party may contact the Agency with a copy of the request and the answer received (if any), so that the latter may turn to the office designated with the objective of making effective the exercise of that right. The right of access cannot be exercised in intervals of less than 12 months, unless a legitimate interest is proven. Remember that you can only access the information intended if it is information about your personal data, but not information from third parties.

### **Procedure to use this form:**

#### **1. Notification by postal mail:**

- **Download the form**
- **Complete the form**
- **Attach a photocopy of your ID or Accrediting Document.**
- **Send it to Polígono industrial Oeste, calle Venezuela, Parcela 1, 17, 30820, Alcantarilla, Murcia (Spain).**

#### **2. Notification by email:**

- **Download the form**
- **Complete the form**
- **Scan it and attach it in an e-mail as attached file, along with your ID or Accrediting Document (also scanned).**
- **Send it to the following email: [info.uk@padelnuestro.com](mailto:info.uk@padelnuestro.com)**

## Form for the exercise of Rights of Rights associated with the New General Regulation of Data Protection (RGPD): Access

Mr./Mrs. \_\_\_\_\_ ID \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ PC \_\_\_\_\_ Town \_\_\_\_\_

District \_\_\_\_\_ \* Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

\* The requested field is not mandatory to complete the application. The purpose of requesting that field is referenced to be able to communicate with you before some aspect that could generate doubts for the requested exercise.

### Request (check the boxes that you consider in order to better define your application) exercise **the right of Access** on your personal data:

- Requesting that that information is sent by mail to the address above indicated by you.
- Requesting that that information is sent by the email determined in this form.
- Comments:

\* (Answer the following question voluntarily) Indicate the specific data that you want to determine their access:

The duly completed form must be submitted and a photocopy of your ID must be attached (scanned if you use the email - info@padelnuestro.com) or equivalent document, which proves the identity of the interested party and is considered valid according to the Spanish legal system. If acting on behalf of a third party must provide ID of the representative and document proving the representation of the interested party. The following form must be sent by mail to PADEL NUESTRO S.L al **Polígono industrial Oeste, calle Venezuela. Parcela 1, 17, 30820, Alcantarilla, Murcia, Spain.**

➔ Determine the relationship that may have been established according to the proposed options:

- Potential Customers (you have not made a purchase but have requested information or have maintained a pre-commercial relationship)
- Client (has made, at least one purchase, on websites owned by PN)
- Newsletter subscribers (through forms provided on the website, whose purpose is that of the forms / registration itself)
- Other:

Signature: \_\_\_\_\_