

(The Care of Your Personal "Letters")

GRAMMA respects your history and the digital "letters" (data) that comprise it. This form is your tool for curating the data you have entrusted to us.

We invite you to use it to exercise your rights, as defined by the General Data Protection Regulation (GDPR 2016/679) and Greek law.

Our company is the Data Controller for your data:

"GRAMMA BY EVANGELIA GRAMMATIKI E.E."

Activity: ARTISTIC CREATION

Headquarters: Pagonas, Samos, Postal Code - 83103

Tax Identification Number: 803055589 - Tax Office: SAMOS

(hereinafter "the House")

Notes on the Completion Ritual

Please take a moment to read these notes calmly and carefully:

- **Completeness:** Your application is important. In order for us to serve you accurately, please fill in all relevant fields.
- **Representation:** If you are submitting this request on behalf of someone else (as a representative), please fill in your own details in Section 2.
- **Identification:** To protect your "Letters," we require your identification. Please attach a simple copy (photocopy or scan) of an identification document (e.g., ID card, passport). Do not send the original documents.
- **Description:** Clearly describe the information or action you are requesting in Section 4. To help us locate your "Letters" effectively, please provide relevant details.
- **Submission:** You can send us the completed form and your supporting documents:
 - By email to: info@gramma-world.com
 - By mail, to our "House":
"GRAMMA BY EVANGELIA GRAMMATIKI E.E."
Pagonas, Samos, Postal Code – 83103
Greece

1. DETAILS OF THE "READER" (The Applicant / Data Subject)

NAME	
SURNAME	
STATUS (e.g., customer/“Curator,” employee, partner)	
ADDRESS (Street, Number)	
CITY (City, Region, Postal Code)	
TELEPHONE / MOBILE	
E-MAIL ADDRESS	
PROOF OF IDENTITY (e.g. ID number - attached)	

2. REPRESENTATIVE'S DETAILS (If the application is made by a third party)

NAME	
SURNAME	
ADDRESS (Street, Number)	
CITY (City, Region, Postal Code)	
TELEPHONE / MOBILE	
E-MAIL ADDRESS	
PROOF OF IDENTITY (Attached)	
PROOF OF AUTHORIZATION (e.g., Power of Attorney, Authorization - Attached)	

3. THE RIGHT YOU WISH TO EXERCISE (Select) [x]

Right to information (To be informed about how you process my data)	
Right of access (Get a copy of my data)	

Right to rectification (to correct any inaccurate data)	
Right to erasure ("right to be forgotten") (Delete my data)	
Right to restriction of processing	
Right to data portability (Receive my data in a structured format)	
Right to object (Stop processing my data)	
Right not to be subject to automated decision-making	
Withdrawal of my consent (To withdraw the consent I have given)	

4. DESCRIPTION OF THE REQUEST (Your "Letter" to Us)

(Please describe your request clearly and calmly here, helping us to locate exactly the information you are looking for)

5. HOW TO RESPOND (Select) [x]

By email (to the address provided above)	
By mail (to the address stated above)	
Pick up in person from our "House" (by arrangement)	

THE COMMITMENT OF GRAMMA

- Upon receipt of your application, GRAMMA will process it with the respect it deserves.
- The fulfillment of your request is subject to the conditions and requirements of applicable law.
- Our process will begin once we have verified your identity and have all the necessary information to locate your personal "Letters."
- We are committed to responding to your request without delay and within thirty (30) days of receipt. • This period may be extended for an additional sixty (60) days if necessary, taking into account the complexity of the request or the number of requests. In this case, we will notify you of the extension within the first 30 days.
- The personal data you provide us with on this form will be processed by our company solely for the purpose of identifying you and responding to your request.
- Your application and personal data will be retained for five (5) years (unless the law stipulates a longer retention period), always applying the appropriate measures for their protection.

- For more information, you can always refer to the "Grammar of Trust" (our Privacy Policy) on our website.

APPLICANT'S STATEMENT

I solemnly declare that the above information is true and accurate, that I am entitled to submit this request under the law, and that I agree to GRAMMA processing my data for the specific purpose of processing my request.

(Place), (Date)

(Signature)