



IRENA – Istarska Regionalna Energetska Agencija d.o.o.
Rudarska 1, 52220 Labin
OIB: 15317120721

CONSENT FORM FOR PROCESSING PERSONAL DATA (Regulation (EU) 2016/679)

Welcome

Istrian Regional Energy Agency Ltd., Rudarska 1, 52220 Labin, email address: irena@irena-istra.hr, or “Controller”, “Company” or “IRENA” values you as a partner/stakeholder or other contact who is interested in REFINEE. When you interact with us, we will collect and process certain of your personal data. This Data Protection Notice explains how IRENA uses the personal data provided by you and which rights and options you have in this respect. It applies to Personal Data that you provide to IRENA or which is derived from such data.

Who is Responsible for your personal data?

Your personal data will be controlled by IRENA who is identified as responsible controller in the communication you receive from us or who is responsible for the security and integrity of your personal data.

For which purposes will we use your personal data?

We will process your personal data strictly only for the purpose related to the implementation of REFINEE project (REgional-based FINancing schemes to pool private investments in tailored Energy Efficiency plans for SMEs of strategic value chains) within the framework of the LIFE program, European Commission. (“**Permitted Purposes**”):

1. Communicating with you through the channels you have approved to keep you up to date on the latest announcements and other information about REFINEE project (including newsletters, leaflets, infographics, factsheets, etc.) as well as events and projects of IRENA;
2. Administering and performing project events including stakeholder events, surveys and interviews, analysis, contests or other promotional activities or events
3. Collecting information about your preferences to create a user profile to personalize and foster the quality of our communication and interaction with you (for example, by way of newsletter tracking or web areas analytics).

We will not use your personal data for taking any automated decisions affecting you or creating profiles other than described above.

The legal bases for processing of your personal data are set forth in Article 6 of the European Data Protection Regulation. Depending on the above purposes for which we use your personal data, the processing is either necessary for the performance of REFINEE project or for compliance with our legal obligations or for purposes of legitimate interests pursued by us, always provided that such interests are not overridden by your interests or fundamental rights and freedoms. In addition, the processing may be based on your consent where you have expressly given that to us.



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Scope of personal data

Contact information, such as full name, work address, work telephone number, work mobile phone number, work fax number and work email address, Further **business information** necessarily processed in a project relationship with IRENA or voluntarily provided by you, like projects. Information collected from **publicly available resources**, integrity data bases and credit agencies;

How do we collect your personal data?

We will typically collect your personal data directly from you. We do not obtain personal data from third parties unless specified herein (e.g., information from publicly available resources, integrity data bases and credit agencies).

How do we Protect Your personal data?

We maintain physical, electronic and procedural safeguards in accordance with the technical state of the art and legal data protection requirements to protect your personal data from unauthorized access or intrusion. We will at all times strictly comply with applicable laws and regulations regarding the confidentiality and security of personal data.

With whom will we Share Your personal data?

We may share your personal data as follows:

With other REFINEE project partners if and to the extent required for the Permitted Purposes and legally permitted. In such cases, these entities will then use the Personal Data for the same purposes and under the same conditions as outlined in this Data Privacy Notice. Please click **[here]** for a list of all REFINEE project partners.

We may also instruct service providers (so called data processors) within or outside of IRENA, domestically or abroad, e.g., shared service centres, to process personal data for the Permitted Purposes on our behalf and in accordance with our instructions only. IRENA will retain control over and will remain fully responsible for your personal data and will use appropriate safeguards as required by applicable law to ensure the integrity and security of your personal data when engaging such service providers.

Otherwise, we will only disclose your personal data when you direct or give us permission, when we are required by applicable law or regulations or judicial or official request to do so, or when we suspect fraudulent or criminal activities.

Your data protection rights

Subject to certain legal conditions, you may request access to, rectification, erasure or restriction of processing of your personal data. You may also object to processing or request data portability. In particular you have the right to request a copy of the personal data that we hold about you. If you make this request repeatedly, we may make an adequate charge for this. Please refer to Articles 15-22 of the EU General Data Protection Regulation for details on your data protection rights.

For any of the above requests, please send a description of your personal data concerned stating your name, (or other IRENA identification number) to the contact details below. We may require additional proof of identity to protect your personal data against unauthorized access. We will carefully consider your request and may discuss with you how it can best be fulfilled.

If you have given us your consent for the processing of your personal you withdraw the consent at any time with future effect, i.e., the withdrawal of the



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consent does not affect the lawfulness of processing based on the consent before its withdrawal. In case consent is withdrawn, we may only further process the personal data where there is another legal ground for the processing.

If you have any concerns about how your personal data is handled by us or wish to raise a complaint, you can contact us at the contact details below to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the competent data protection supervisory authority in your country.

Are you required to provide personal data?

As a general principle, you will provide us with your personal data entirely voluntary; there are generally no detrimental effects on you if you choose not to consent or to provide personal data.

Retention of your personal data

Your personal data will be deleted when it is no longer reasonably required for the Permitted Purposes or you withdraw your consent (where applicable) and we are not legally required or otherwise permitted to continue storing such data.

Updates to this Data Protection Notice

We reserve the right to update and change this Data Protection Notice from time to time in order to reflect and changes to the way in which we use your personal data or changing legal requirements. In case of any such changes, we will publish the changed Data Protection Notice on our website or otherwise.

How to get in touch with us

For any questions and comments or in case you want to assert your rights, you can contact us in writing under:

zastita.podataka@irena-istra.hr

You are requested to give consent as follows:

- ☐ I consent that video(s) and/or photo(s) are taken of me during the events/meetings and used for REFINEE project purposes
- ☐ I consent that my name and contact details are published in the list of participants of the events/meetings
- ☐ Yes! I would like to receive updates by email about project news, announcements and invitations to project events, stakeholder surveys and interviews or other events from

I have read the IRENA Privacy Policy and agree that IRENA uses my personal data in accordance with this policy. I am aware that I can withdraw my consent anytime by clicking "unsubscribe" in every email received from IRENA.

Name: _____

Organisation: _____

Date: _____

Signature: _____

Thank you for your interest and participation

The IRENA waive responsibility of videos/photos taken, shared and published by participants or by other individuals.