

**Request for Exercising Data Subject Rights**

Please complete this form to inform us of your request to exercise rights in the field of personal data protection.

**I. REQUESTER INFORMATION REQUESTER INFORMATION (fields marked (\*) are optional and you can provide them to facilitate communication)**

Full name		OIB	
Phone*		e-mail*	

**II. INFORMATION ABOUT THE REPRESENTATIVE OF THE REQUESTER (to be completed if the requester is represented by a third party)**

LEGAL REPRESENTATIVE  GUARDIAN (attach guardianship decision)  AUTHORIZED REPRESENTATIVE (attach power of attorney)

Full name		OIB	
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**III. METHOD OF RECEIVING RESPONSE TO THE REQUEST (fill in the appropriate information)**

Address		e-mail	
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**IV. RIGHTS THAT THE REQUESTER WISHES TO EXERCISE (check the appropriate box(es))**

- Right of access  Right to Data Portability  
 Right to Rectification  Right to Object  
 Right to Erasure ("right to be forgotten")  Right to Restriction of Processing  
Right to Object to Decision Based Solely on Automated Processing

**V. REASON FOR THE REQUEST**

InstantOffice LLC, Zagreb, Radnička cesta 80, Tax Identification Number (OIB): 56812565987, will use the data collected on this form solely for the purpose of handling this request, in accordance with the provisions of the General Data Protection Regulation (Regulation (EU) 2016/679). Providing personal data on this form is voluntary, but if you do not provide the necessary data, we will not be able to respond to your request. Personal data collected on this form will be kept for 1 year from the date of receipt, unless there is another legal basis for their processing that provides for a longer storage period. In order to process this request, we have the right to request additional information to confirm the identity of the requester or the person representing them. In case of inability to confirm the identity, we have the right to refuse to process this request. Regarding the processing of your personal data, you have the right to exercise the following rights: right of access, right to rectification, right to erasure, right to restriction of processing. To exercise these rights, you can contact our data protection officer. If you believe that the processing of your personal data is not in accordance with data protection regulations, you have the right to lodge a complaint with the Personal Data Protection Agency ([www.azop.hr](http://www.azop.hr)).

\_\_\_\_\_  
(date of request submission)

\_\_\_\_\_  
(handwritten signature of requester / person representing the requester)

You can submit the request in the following ways:

- by mail - InstantOffice LLC, Radnička cesta 80, 10000 Zagreb (for Data Protection Officer)
- via email: [info@instantoffice.hr](mailto:info@instantoffice.hr)
- in person, at the headquarters of InstantOffice LLC – address details at: [www.instantoffice.hr](http://www.instantoffice.hr)

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**RECEIPT OF REQUEST DETAILS (to be completed by InstantOffice LLC)**

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Date of request receipt		Full name and signature	
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InstantOffice LLC - Data Subject Rights Request\_Ver.1