Application of Management Users in the System

 Date: Click or tap to enter a date.

[ ]  Albania Bidding Zone [ ]  Kosovo Bidding Zone

**To: ALPEX SHA To: ALPEX SHA-Branch in Kosova**

Rruga Liman Kaba, Rezidenca Olympic, Rruga Ali Pashe Tepelena,

Shkalla 3, Kati 1, Zyra nr.1, Kati II, Nr.1, VIP TOWER,

Tirana, Albania Prishtina, Kosova

Email: clearing@alpex.al Email: clearing@alpex.al

**Company General Info**

|  |  |
| --- | --- |
| Company name and EMCS Code | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address/Postal Code | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel/e-mail | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EMCS User Info**

|  |  |
| --- | --- |
| User’s First Name | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| User’s Last Name | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| User Father’s Name | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| National ID or Passport Number | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| User’s Email | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel./Mob. | :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Actions on User** | **Environment** |
| [ ]  Activation[ ]  De-activation[ ]  Modification | [ ]  Test (UAT)[ ]  Production[ ]  UAT & Production |
| **Connectivity Options [[1]](#footnote-2)** | **Terminal(s) IPs** |
| [ ]  A. Connectivity of User via Internet [[2]](#footnote-3) | *Not required* |
| [ ]  B. Connectivity of User via Intranet*(Filled only by General Clearing Members connected in ALPEX NET)* | *Not required* |
| [ ]  C. Connectivity of User via ATHEX NET*(Filled only by General Clearing Members connected in ATHEX NET)* | \_\_\_\_\_\_\_\_\_\_\_ |

The Company undertakes the obligation to inform the respective persons about the processing of their personal data, by handing to them the information of Appendix I.

For the Company,

(Name of Legal Representative, Position, Signature)

(Company Stamp)

**APPENDIX I**

**INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR USERS OF ENERGY MARKET CLEARING SYSTEM**

1. PROVISION OF INFORMATION TO DATA

ALPEX, in its capacity as data controller, in accordance with the provision of the Albanian/Kosovo legislation on the protection of personal data, hereby provides information concerning the personal data processing of the persons in their capacity as users of energy market clearing system (hereinafter “Users”), in the way described as below.

1. What kind of data do we collect?
2. Identification data such as name, surname, father’s name, national identify card number or passport number
3. Current employment
4. Contact details such as e-mail address and fixed and/or mobile telephone number
5. Access codes to energy market clearing system (username and password)
6. Where do we collect your data from?

The aforementioned data are collected directly from User.

1. 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 authorization of Users to connect and use the energy market clearing system provided by ALPEX.

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 ALPEX.

1. Who are the data recipients?

ALPEX's employees who are responsible for Clearing in ALPEX, who have been duly informed about the secure processing of your personal data.

In addition, recipients of your data are persons and legal persons to whom ALPEX 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., companies that provide the necessary IT platforms and technical support services).

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.

1. For how long are the data retained?

The personal data will be stored by ALPEX for the period of 5 years or for the fulfilment of 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 ALPEX to exercise its claims and defend its rights and legal interests.

1. How can the Users exercise their rights?

In order to exercise their rights, the Users may address:

* In writing to: ALPEX Address

 Liman Kaba Street, Olympic Residence, Level 3, Floor 1, Office 1, Tirana, Albania

 Ali Pashe Tepelena Street, Second floor, No.1, VIP TOWER, Prishtina, Kosova

* Through email to: clearing@alpex.al
1. How are the Users rights protected?

ALPEX protects the data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and any other form of unlawful processing.

1. CONTANT DETAILS

I. Albanian Power Exchange ALPEX SHA

Liman Kaba Street, Olympic Residence, Level 3, Floor 1, Office 1, Tirana, Albania

Contact phone number:

Email: info@alpex.al

OR

II. Albanian Power Exchange ALPEX SHA - Branch in Kosova

Ali Pashe Tepelena Street, Second floor, No.1, VIP TOWER, Prishtina, Kosova

Contact phone number:

Email: info@alpex.al

1. Option (A) is valid for both Direct and General Clearing Members, while option (B) and (C) are valid only for General Clearing Members that already connected to ATHEX NET. [↑](#footnote-ref-2)
2. Certificate Client Authentication as provided by ATHEX-digital certificates services (PKI-CA) is required. Please fill-in and attach the relevant form in order to obtain this Certificate. [↑](#footnote-ref-3)