Application Form for the issuance of the Certified Clearer Certificate (CCC) by ALPEX

 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

**Applicant’s Information**

Applicant’s Name (Clearer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Contact Details

(tel./email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clearing Member’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby request to be trained and approved as Certified Clearer and for this purpose I attach the following documents:

1. ***For the Candidate Certified Clearers who have participated in ALPEX’s examinations (ALPEX technical Decision No.2-C par 2.3)***
2. I have successfully participated in ALPEX’s Exams for CCC on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Copy of the deposit of the relevant fee: [ ]
4. Copy of personal identity card or passport: [ ]
5. I hereby declare that I have not been convicted in fined in accordance with th provisions of par.(b) of article 2.3 in ALPEX Technical Decision No.2-C [ ]

[ ] I declare that I have been informed about the processing of my personal data, in accordance with the information of Appendix I.

For the Applicant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Applicant, Position, Signature)

**APPENDIX I**

**INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR CANDIDATE CERTIFIED CLEARERS OF ALPEX**

1. PROVISION OF INFORMATION TO DATA

ALPEX, in its capacity as data controller, in accordance with the legislation on the protection of personal data, hereby provides information concerning the personal data processing of the persons in their capacity as candidate certified clearers of ALPEX, in the way described as below.

1. What kind of data do we collect?
2. Name
3. Contact details such as e-mail address and fixed and/or mobile telephone number
4. Data included on national ID or passport
5. Relevant working experience and training data
6. Where do we collect your data from?

The aforementioned data are collected directly from candidate.

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 evaluation of candidate certified clearers’ competence to fulfill their duties, their approval as certified energy clearers and the issuance of Energy Clearer Certificate on their name 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). These persons, acting as processors of personal data, have been informed and committed in advance to respect the confidentiality of your data, are aware of and follow our instructions regarding the processing of personal data and take all appropriate measures to protect them.

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 time necessary by law or for the fulfillment of the legal basis and 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 candidates exercise their rights?

In order to exercise their rights, the canditates 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

ALPEX shall use its best endeavors to address to candidates requests within thirty (30) days of its receipt. The above-mentioned period may be prolonged for sixty (60) more days, if deemed necessary, considering the complexity of the issue and the number of the requests. ALPEX shall inform the candidates within thirty (30) days after receipt of their request in any case of prolongation of the above-mentioned period.

If ALPEX does not take action in relation to candidate’s request, it shall inform the candidates without delay and within thirty (30) days of the receipt of their request at the latest, for the reasons it did not take action and for the possibility of the candidate to submit a complaint and open a judicial procedure.

1. How are the candidates rights protected?

ALPEX applies an information security management system to ensure the confidentiality and security of the candidate’s data processing procedure and to protect them against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and any other form of unlawful processing.

1. Complaints submission

The candidates have the right to file a complaint with the Personal Data Protection Authority, which is the competent supervisory authority for the protection of the fundamental rights and freedoms persons with regard to their processing, when they assume that their rights are infringed in any way.

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

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

Contact phone number:

Email: info@alpex.al