

Instructions for Exercising ARCO Rights



The form found on the next page is the means that ISDEFE has established for exercising your ARCO rights (from the Spanish for access, correction, deletion and challenge), in compliance with Organic Law 15/1999 of 13 December on the Protection of Personal Information and with Royal Decree 1720/2007 of 21 December which expounds its regulation.

The form is designed to let you inform us of which right you wish to exercise:

- ❖ **Right to Access:** You are requesting information regarding data about you that may be in our possession.
- ❖ **Right to Correction:** You are requesting that we correct erroneous or obsolete information about you.
- ❖ **Right to Deletion:** You are requesting that we delete personal data that is incorrect, obsolete or excessive.
- ❖ **Right to Challenge:** You are informing us that you oppose the way your personal data is processed.

This form must be sent to us by **POSTAL MAIL, FAX or E-MAIL** using the following procedure (every step is required):

1. **Print and fill out the form.**
2. **Sign it.**
3. **Include a photocopy of a document that verifies your identification** (if representing a third party, include copies of the representative's ID and a document proving his/her authority to act on behalf of the petitioner).
4. **Send the documents to:**

a) **Postal mail:** ISDEFE
Dpto. de Seguridad
C/ Beatriz de Bobadilla nº 3
28040 Madrid

b) **FAX:** 91 271 14 44

c) **E-mail:**
protecciondatos@isdefe.es

Additional Information:

Pursuant to Art. 17 of the Law on the Protection of Personal Information (LOPD) 15/1999, which specifies that the procedure for exercising the right to oppose, access, correct and delete (ARCO in Spanish) shall be laid down by regulation. Article 24 of Regulation 1720/2007, which expounds the LOPD, specifies the general conditions for exercising ARCO rights. (These rights are independent. The method provided to the petitioner shall be simple and free, if possible. The file holder must attend to the request made by the petitioner even if said party does not use the procedure specifically defined for such purposes as long as a method is used that allows for the sending and receipt of the request to be verified, and that the request contains the components referred to in Paragraph 1 of Article 23.) Article 25 specifies the procedure for exercising these rights. (The rights shall be exercised via a message sent to the file holder, and which shall contain: Name and surnames of the petitioner, a photocopy of the national identity document, passport or other valid identifying document, as well as of the person's representative, if any, or equivalent electronic instruments; as well as the identifying electronic document or instrument of said representation. The use of an identifying electronic signature by the petitioner shall exempt said petitioner from having to present photocopies of identifying documents, the petition used to file the request, an address for notifications, the date and petitioner's signature, and supporting documents, if any. The information holder shall reply to any and all requests directed to it, regardless of whether or not it possesses any of the petitioner's personal information.)

**Form for exercising the Right to Access, Correct, Delete and Challenge
(ARCO) pursuant to Organic Law 15/1999 on the Protection of Personal Information.**



Mr. Ms. _____

ID No.: _____ - _

Address: _____

Postal Code: _____

City: _____

Province: _____

Telephone _____

¹ Optional. Use only if necessary to clarify questions that may arise during the request process.

Date __ of _____, 20

You **request** to exercise your right to (**check the applicable box**):

SIGNATURE:

Access, to receive information regarding my personal data that may be in your possession.

Correction of the following personal information that is currently incorrect:

Deletion of the following personal information, which is currently incorrect:

Challenge the processing of my personal information for the following uses:

To provide me information regarding ISDEFE products, services or events.

Other (specify) _____

Indicate your association with ISDEFE:

Registered on website

Job Applicant

Personnel selection

Supplier

Client

Contact

Isdefe employee

Other (describe) _____

By sending us this form, you give your consent to have the information that is voluntarily provided herein included in a file called "Derechos ARCO", for which ISDEFE is responsible, and whose sole purpose is to manage the exercise of the rights to access, correct, delete or challenge your information. You are also hereby informed that your information will be provided to ISDEFE, also for the sole purpose of managing the rights to access, correct, delete or challenge your information. By sending us this form, you expressly consent to the processing of your information in keeping with the foregoing.