

## Instructions for the Exercise of ARCO Rights



The form on the next page is the way that ISDEFE has established for the exercise of ARCO rights (access, rectification, cancellation and opposition), in compliance with the Law 15/1999 of December 13 on Personal Data Protection (LOPD) and Royal Decree 1720/2007, of December 21, which develops its Regulation.

**The form is prepared for you to communicate us what right you want to exercise:**

- ◆ **Access right:** You ask us for information about your personal data that we could have.
- ◆ **Rectification right:** You request us to correct personal data that are erroneous and obsolete
- ◆ **Cancellation right:** You request the cancellation of the personal data that are erroneous, obsoletes or excessive.
- ◆ **Opposition right:** You communicate us your opposition to the treat of your personal data.

**The method to send us the request is via ORDINARY POST, FAX or EMAIL. The procedure is as follows (all steps are required):**

1. **Print the form and fill it out.**
2. **Sign it.**
3. **Include a photocopy of your identity card (ID) or alternative document proving your identity. If you act on behalf of a third party, shall include copies of ID card of the representative and the document evidencing the representation of the person interested.**
4. **Send the documents to:**

a) **Ordinary post:** ISDEFE  
Department of Security  
C/ Beatriz de Bobadilla nº 3  
28040 Madrid

b) **FAX:** +34 91 271 14 44

c) **EMAIL:**  
protecciondatos@isdefe.es

### Additional Information:

According to article 17 of Law 15/1999 (LOPD) which determine that the procedures for exercising the right of access, rectification, cancellation and opposition (ARCO) will be established by regulation. In Article 24 of Regulation 1720/2007, which develops the LOPD, establishes the conditions for the exercise of ARCO rights (are independent rights). It should be granted to the interested person a simple and free way to exercise them. The responsible of the file shall transact the request exercised by the affected even if he/she has not used the procedure established specifically for this purpose, always that the person interested has used a method that provides proof of the sending and receiving the request and it contains the elements referred at paragraph 1 of Article 23. Article 25 establishes the procedure for exercising them (the exercise of the rights shall be conducted in a communication addressed to the responsible of the file, which will contain: name and surname; photocopy of your identity card or passport or other valid document of identification and, if applicable, of the person representing him/her, or equivalent electronic instruments as well as electronic document or instrument evidencing such representation. The use of electronic signature of the affected will exempt of the submission of photocopies of identity card or equivalent document, petition in that concretes the request, address for notifications purpose, date and signature of the applicant, documents establishing the request made, if applicable. The responsible of the file shall answer the request addressed in any case; regardless of whether contain or not personal data of the affected in its files).

**Form for the exercise of the rights of access, rectification, cancellation and opposition  
(ARCO) in compliance with Law 15/1999 on Protection of Personal Data.**



☐ Mr. ☐ Mss. \_\_\_\_\_

ID: \_\_\_\_\_ - \_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Locality: \_\_\_\_\_

Province: \_\_\_\_\_

Phone<sup>1</sup> \_\_\_\_\_

<sup>1</sup> Optional. Only be used if necessary to clarify any doubts that may arise during the request process.

Date \_\_ of \_\_\_\_ of \_\_\_\_

**You request to exercise the right of (tick as appropriate):**

**SIGNATURE:**

☐ **Access**, for being informed about the personal data that you could have.

☐ **Rectification** of the following personal data that are actually erroneous or excessive:

\_\_\_\_\_

☐ **Cancellation** of the following personal data that are actually erroneous:

\_\_\_\_\_

☐ **Opposition** to the treat of the personal data for the following purposes:

☐ Send information or communications about products, services or events of ISDEFE.

☐ Others (specify) \_\_\_\_\_

Tell us the type of relationship you have with ISDEFE:

☐ Subscribed on the Web

☐ Curriculum Vitae

☐ Recruitment of personnel

☐ Provider

☐ Customer

☐ Contact

☐ Employee of Isdefe

☐ Others (describe) \_\_\_\_\_

Sending this form means that you are informed that the data provided voluntarily by you through this form shall be included in the file "Derechos ARCO", which ISDEFE is responsible, with the sole and exclusive purpose of the management of the exercise of access, rectification, cancellation and opposition rights regarding your data. Through the shipping of this form, is hereby established that you explicitly consent to the processing described above. Once the answer is effectuated and after a period of time according to Article 16.3 of Law 15/1999 your data in the file "Derechos ARCO" will be cancelled.