



ARCO RIGHTS REQUEST FORM

Full name of the Data Subject ¹		
First Name(s)	Last Name	Last Name
Full name of the Data Subject's representative ² , if applicable.		
First Name(s)	Last Name	Last Name
Indicate if the data you represent corresponds to:		
☐ Minor	☐ Other type of legal incapacity (specify)	

Clearly describe your request and the personal data for which you are requesting to exercise your ARCO rights.

1. For rectification requests, it is suggested to include the documents that support the requested modification.
2. For the exercise of cancellation (revocation of consent), you must state the reasons that motivate you to request the deletion or erasure of the personal data.
3. For the exercise of the right to object, you must state the situation that leads you to request the termination of the processing (use) of the data, as well as the harm that its continuation would cause you, or, you must indicate the specific purposes for which you request the termination of the processing):

¹ Person to whom the Personal Data belongs or refers.

² The identity of the Data Subject and, where applicable, of the representative, must be proven prior to exercising the right. Likewise, in the case of the representative, their legal capacity must also be proven. Attach a power of attorney or the documents that prove the identity of the legal representative (valid official photo identification), as a photocopy.

In case you have information that facilitates the search and eventual location of the personal data, such as the administrative unit that you consider to be processing your data and documents that may be useful, please provide it (optional):

Indicate place or means to receive notifications	
Email:	
Telephone:	
Address:	

ARCO RIGHTS.

To exercise the rights concerning your Personal Data, the Data Subject or their duly accredited legal representative must submit the corresponding request via email to datospersonales@cclagroup.com, who will inform you about the procedure and requirements

for exercising these rights, response times, the manner in which we will make your right effective, and will address any questions, complaints, or comments you may have in this regard.

For reference, any request will be governed by the following terms and conditions:

- a) The request to exercise ARCO Rights must include a clear and precise description of the right you wish to exercise and the Personal Data with respect to which you seek to exercise it. The request may be submitted in writing and must be signed at the end, and must be accompanied by the following documentation in order to carry out your authentication:
 - (i) Identification data, as well as a copy of a valid DNI (valid official identification with a photograph).
 - (ii) In cases where ARCO Rights are exercised through a legal representative, the representative's official identification must be included, as well as the corresponding power of attorney accrediting the legal representation granted by the Data Subject.
 - (iii) An address—which may be electronic—designated to receive our response and, as the case may be, future communications and/or notifications, or your wish that our reply and/or future notifications or replies be sent via email, indicating the respective account.
 - (iv) If you wish to exercise the right of rectification, you must include the documentation that accredits the requested change in accordance with the Personal Data to be rectified, as well as mention the modifications to be made.
 - (v) Any other element or document that facilitates the location of your personal data and the actions suggested to be executed on it.
 - b) Upon receipt of your request, a certificate will be issued, which will be sent to your address after the evaluation of the formal requirements detailed above. Should there be any observations regarding your request, a communication will be sent detailing the formal requirements to be met.
 - c) Your requests will be answered in accordance with the following legal rules and deadlines:
 - (i) For requests related to the right to information, the response will be sent within a period not exceeding 8 business days from the receipt of your request.
 - (ii) For requests related to the right of access, the response will be sent within a period not exceeding 20 business days from the receipt of your request.
 - (iii) For requests related to other rights, such as rectification, cancellation, or opposition, the response will be sent within a period not exceeding 8 business days from the receipt of your request.
- These deadlines may be extended once for an equal period, provided that the circumstances of the case justify it, of which we will inform you by means of a notification.
- d) If the request to exercise ARCO Rights concerns the exercise of the right of access, we will make your information or Personal Data available to you through simple copies and/or electronic documents.
 - e) As the Controller, we may deny the exercise of ARCO Rights in the cases permitted by the LPDP, for which reason you must be informed of the reason for said denial. The denial may be partial, in which case we will carry out the access, rectification, cancellation, or opposition for the applicable part.

- f) The Controller undertakes to comply with all the provisions of the LPDP, also taking reasonable organizational and technical security measures to prevent the loss, misuse, alteration, or illegal disclosure of your information and Personal Data, which we require to be complied with by the service providers we contract, including services provided by the Controller's subsidiary or affiliated companies.

In order to keep your Personal Data updated at all times, we request your cooperation in promptly communicating to us any change that we should take into account, to incorporate it into our databases. Based on this, the Data Subject guarantees and is responsible, in any case, for the truthfulness, accuracy, validity, and authenticity of their personal data or that of any third party under their custody or legal representation.