

INSTRUCTIONS FOR THE EXERCISE OF ARCO RIGHTS

The form shown below, is the way established by DEKRA Testing and Certification S.A.U. to improve the communication and to help the realization of the request of exercise of A.R.C.O. rights (Access, Rectification, Cancellation y Opposition), in compliance with Organic Law 15/1999, on Protection of Personal Data (referred as LOPD) and Royal Decree 1720/2007, which develops its Regulation.

The form is prepared for you to communicate the right you want to exercise:

- **Access Right:** You request information about your personal data that we may own.
- **Rectification Right:** You request the correction of personal data that are inaccurate or incomplete.
- **Cancellation Right:** You request the cancellation of personal data that prove to be inadequate or excessive.
- **Opposition Right:** You communicate your opposition to the processing of your personal data.

The method to send us the request is POSTAL MAIL, IN PERSON or E-MAIL. The procedure is as follows (all steps are mandatory):

1. Print the form or type of request that you consider and fill in.
2. Sign it.
3. You must include a copy of your DNI or alternative document providing your identity (If acting on behalf of a third party, copies of the DNI of the representative and of the document proving the representation of the interested party).
4. Send/Present the documents to:

Postal Mail or In Person	E-Mail
DEKRA Testing and Certification, S.A.U. Atn. Quality Department C/ Severo Ochoa nº 2 29590-Campanillas Málaga	Quality Department Calidad.es@dekra.com

APPLICANT DATA

Name: _____
Surname: _____
D.N.I.: _____ **Phone ⁽¹⁾:** _____
City: _____ **Zip Code:** _____
State: _____

LEGAL REPRESENTATIVE DATA ⁽²⁾

Name: _____
Surname: _____
D.N.I.: _____ **Phone ⁽¹⁾:** _____
City: _____ **Zip Code:** _____
State: _____

Acting on behalf of and representing the former under (attached copy):

(1) Fields requested are not required to complete the application. The purpose of requesting said fields is referenced so that we can communicate with you to some aspect that could generate doubts for the requested exercise.

(2) Comply only in case legal representative acts.

Requests to exercise the rights of (check the appropriate box):

- Access** to be informed of the personal data you may have.
- Rectification** of the following personal data:

- Cancellation** of the following personal data:

- Opposition** to the processing of your personal data for the following goals:
- Send you newsletters, information or communications about products, services or events of DEKRA Testing and Certification S.A.U.
 - Others (specify): _____

Date: ____ of _____ of 20____

Signature: