**USE OF THE FORM OF EXERCISING THE Access, Rectification, Portability, Suppression, Limitation and Opposition RIGHTS**

The reason of including this form (see page 2) is to improve the communication and to support you in the request management process for exercising the Access, Rectification, Portability, Suppression, Limitation and Opposition rights as established by the Spanish Organic Law of Personal Data Protection and guarantee of digital rights 3/2018 and Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, by FRACTAL S.L.N.E. (commercial name of GARCIA VARGAS, MARIA LUISA 000852081X S.L.N.E.).

This form allows you to select the following options to exercise the right of:

Access: Communicate the saved personal data

Rectification: To formally notify which data do not belong to you, or those personal data you want to rectify or to modify.

Portability: In the case that you want us to provide your personal data in a structured, commonly used and machine-readable format.

Suppression: In the case that you want us to delete or cancel the data saved about you.

Limitation: In the case that you request us to limit the processing of the data to avoid its modification or, where appropriate, its deletion or suppression.

Opposition: Communicate your opposition to the processing of your personal data.

The form will be addressed by postal mail or by e-mail. The end-to-end procedure is as follows:

Fill it in

Sign it (insert the scanned or the digital signature or print the form and then sign it).

Attach ID Copy

Send the documents to:

a) postal mail: GARCÍA VARGAS, MARÍA LUISA 000852081X S.L.N.E.

 C/ Tulipán 2, Portal 13 1º A

 Las Rozas de Madrid, 28231, Madrid (Spain)

b) e-mail: protecciondatos@fractal-es.com

Additional Information:

The Spanish article 12 of the LOPDGDD 3/2018 establishes the rights of Access, Rectification, Portability, Suppression, Limitation and Opposition. The person responsible for the “file” must attend the request made by the applicant in any format or way that can confirm the shipment and delivery of the request, with the elements needed. The exercise of the rights must be carried out by means of a communication sent to the File Person Responsible who will have the applicant’s Name and Surname, ID copy or equivalent document, and in other case, the legal representative's or equivalent electronic instruments, as well as the document or electronic instrument confirming that representation. The use of the electronic signature will exempt the paper copies submission. The person responsible of the treatment will have to answer the request, regardless his/her data appear or not in the files.

**Form for the exercise of Rights of Access, Rectification, Portability, Suppression, Limitation or Opposition according to the Spanish Organic Law of Personal Data Protection and guarantee of digital rights 3/2018, December 5.**

Mr./Mrs       ID

Address       CP

City       District

Telephone Number[[1]](#footnote-1)       Date       of



 Signature

Request (mark with an “x” in the box of the right you want to exercise):

[ ]  Exercise the Right of Access about your personal data, requiring that the information is sent to the address indicated above

[ ]  Exercise the Right of Rectification of the following personal data, as indicated below:

Haga clic aquí para escribir texto.

[ ]  Exercise the Right of Portability, so that personal data will be provided within a month in a structured, commonly used and machine-readable format.

[ ]  Exercise the Right of Cancellation of the following personal data, as indicated below:

Haga clic aquí para escribir texto.

[ ]  Exercise the Right of Limitation of the treatment of your personal data, due to:

Haga clic aquí para escribir texto.

[ ]  Exercise the Right of Opposition to the treatment of your personal data for the following aims (mark or number the aims subject to the opposition):

 [ ]  Send information or communication about products, services or events by FRACTAL S.L.N.E.

 [ ]  Others

Tell us the type of relationship you have with FRACTAL S.L.N.E:

[ ]  Web user [ ]  CV [ ]  Staff pick

[ ]  Customer [ ]  Employee or Consultant of FRACTAL S.L.N.E. [ ]  Others

With the shipment of this form, you give your consent and is informed about the fact that the data, voluntarily eased, will be included in the not automatized file, called “ARCO Exercise Requests” whose responsible is MARIA LUISA GARCÍA VARGAS, representing GARCÍA VARGAS, MARÍA LUISA 000852081X S.L.N.E., and with the address mentioned above. The pickup and treatment of your personal data will have as exclusive aim the suitable management of the ARCO Rights exercise as established in this form.

1. *Optional. It will only be used if necessary, to clarify any doubts that may arise during the application process.* [↑](#footnote-ref-1)