



Application for ARCO exercise of rights

Date: .....

**Applicant Information**

Name.....Last Name.....

Address .....

Email .....

Home and mobile phone .....

Relationship you have with **Autotanques Nieto** (visitor, client, employee, apprentice, or supplier).....

**Way of contact you want your request to be answered**

- Email (no cost)
- Certified mail (no cost)
- Mailing service (with cost)

**Important:** This application must be accompanied by a copy of applicants valid ID.

**Type of documented presented as proof of identity**

- INE  Passport  Professional certificate  Other

**Description of your application**

**Please detail the right you wish to exercise clearly, as well as other elements or documents that facilitate the location of your personal data:**

Exercise the **Right of Access** on your personal data that applies to **Autotanques Nieto** database requesting that this information be sent to the email:

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Exercising **Right of Rectification** of the following personal data, as follows:

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**Note:** For the exercise of the Right of Rectification you must also indicate the modifications to be made and provide the documentation that supports your request.

Exercise the **Right of Cancellation** permanently of all personal data contained in the databases of **Autotanques Nieto**.

Exercise the **Right to Object to** the processing of your data for the following purposes (indicate with an "x" the desired option and, where appropriate, indicate the additional purposes for objection):

Sending information for marketing, advertising, or commercial prospects purposes.

Other purposes: \_\_\_\_\_

**Full Name of Legal Representative (if any)**

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**Important:** A copy of the current official identification of the legal representative must accompany your request, in addition to the public instrument containing the representation and/or letter signed by two witnesses.

**Name and signature of Applicant:**

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**Name and signature of Legal Representative:**

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## Information about ARCO rights

**Right of Access:** The right of being informed about personal data being processed.

If possible, it is recommended to provide any information or document that facilitates the location of your personal data.

**Right of Rectification:** That right to have personal data corrected. Applies when data is incorrect, inaccurate, incomplete, or out of date.

It is necessary to specify the data to be rectified, as well as to provide the necessary evidentiary documents.

**Right of Cancellation:** That right to have your data canceled and removed from the databases and thus cease to be processed. The data will be blocked and then deleted from the databases.

This request proceeds where personal information is no longer necessary for the activities for which the personal data were collected and will not proceed when the data must be kept for the expected periods on applicable legal provisions or in the existing contractual relationships.

**Right of Opposition:** That right that refrains the company from processing personal data for certain situations.

It is necessary to specify the legitimate reasons why you object to the processing.

**Cost:** The exercise of ARCO rights is free and only the cost of reproduction in copies or other formats must be covered. If any of the rights are re-exercised within a period of less than twelve months, the cost may not exceed the equivalent of three days of general minimum wage in Distrito Federal (MX).



**Request for clarification of your Request:** If the data you provided is erroneous, incomplete or unclear, within 5 business days we will require you to supplement or clarify it; you will have 10 business days to meet the request for additional information, otherwise it will be filed as application not submitted and will be considered not applicable.

**Response times to your Request:** The deadline for us to communicate a response to you is 20 business days, which may be extended for one time under a justified cause. The justification for the extension shall be notified within the same period from the day on which the application is received.

If your request proceeds, your ARCO right will be effective within 15 business days of the date of the response. This period may be extended only once for justified cause. The justification for the extension shall be notified within the same period.