**PROCEDURE FOR THE EXERCISE OF ARCO RIGHTS**

**CETCO S.A.**

**Update: June 2022**

1. **OBJECT:**

The purpose of this document is to describe the procedure that the holders of personal data obtained through the website [www.hackathonbelcorp.com](http://www.hackathonbelcorp.com), which is managed by the company CETCO S.A., hereinafter "**THE COMPANY**", must follow to exercise their rights of access, rectification, cancellation and opposition, hereinafter "ARCO rights", within the framework of Law No. 29733 – Ley de Protección de Datos Personales (hereinafter the "Law") and its Regulations approved by Supreme Decree No. 003-2013-JUS (hereinafter the "Regulations").

**II. ARCO RIGHTS**

In accordance with the mentioned Law and its Regulations, the rights that any person may exercise before **THE COMPANY**, with respect to the processing of their personal data are:

* **Right of access:** To obtain information about themselves, which is subject to processing in data banks owned by **THE COMPANY**, the way in which their data were collected, the reasons that motivated their collection and at whose request the collection was made, as well as the transfers made or are expected to make of them.
* **Right of rectification (updating and inclusion):** To modify data that is partially or totally inaccurate, incomplete, erroneous or false.
* **Right of cancellation (Data deletion):** To request the deletion or cancellation of your personal data from a personal data bank, when they are no longer necessary or relevant for the purpose for which they were collected; when the term established for their processing has expired; when your consent for the processing has been revoked; and in other cases in which they are not being processed in accordance with the Law and the Regulations.
* **Right of opposition:** To oppose, for a legitimate and well-founded reason, referring to a specific personal situation, to be included in **THE COMPANY's** database or to the processing of your personal data, provided that a law does not provide otherwise.

**III.** **GENERAL CRITERIA:**

**3.1.** **Legitimacy for the exercise of ARCO Rights:**

 The ARCO rights of personal data can only be exercised by the Personal Data Subject, without prejudice to the rules governing their representation.

**3.2.** **The request to exercise the ARCO Rights is made through:**

Physically to the following address: Av. Felipe Pardo y Aliaga No. 652, Int. 601, district of San Isidro, province and department of Lima and/or via e-mail, to the following address: hackathon@belcorp.biz

**3.3.** **The request for the exercise of ARCO Rights must be addressed to those responsible for the Protection of Personal Data in THE COMPANY, who will verify that it contains the following requirements:**

1. The first and last names of the Personal Data Owner.
2. ID Card, passport or equivalent document of the Personal Data Owner, which must be shown at the presentation of the request in order to prove his/her identity, attaching a copy thereof.

In case of representation, the request must indicate the name and ID Card or equivalent document of the representative of the Personal Data Owner, attaching a copy thereof, a copy of the ID Card or equivalent document of the represented party and the document evidencing the power of attorney of the representative with express powers for the exercise of the respective ARCO rights (Power of Attorney with Legalized signature).

1. Address or e-mail address for notification purposes.
2. Application in which the request is made. The right exercised by the Personal Data Owner must be indicated.
3. In the case of a request for rectification (updating, inclusion) of personal data, the applicant must indicate to which personal data he/she is referring, in addition to the modifications to be made thereto, providing the documentation supporting his/her request.

The request may contain any additional element or document that may help to locate the personal data requested, as well as information on other means of contact, such as telephone number, to facilitate the processing of the request for the exercise of ARCO rights.

1. In the event that access to image recording databases is desired, a recent photograph is required.
2. Date and signature of the applicant.

**3.4. Receipt and correction of the request for the exercise of rights**

1. All the applications submitted will be received by **THE COMPANY**, leaving a record of its reception.
2. In case the request does not comply with the requirements, **THE COMPANY**, within a period of five (5) days[[1]](#footnote-1) from the day following the reception of the request, will formulate the observations for non-compliance that cannot be saved, inviting the Personal Data Owner to correct them within a maximum period of five (5) days. If the mentioned term has expired without the correction being made, the request shall be deemed not to have been filed.
3. In the event that the information provided in the request is insufficient or erroneous in a way that does not allow its attention, **THE COMPANY** may require within seven (7) days of receipt of the request, additional documentation to the Owner of the Personal Data to address it.

Within ten (10) days of receipt of the request, counted from the day following its receipt, the Personal Data Owner shall include the additional documentation that he/she deems pertinent to support his/her request. Otherwise, such request shall be deemed not to have been filed.

**3.5. Response times**

1. The maximum period for the response of **THE COMPANY** to the exercise of the right of access will be twenty (20) days from the day following the submission of the request by the owner of personal data or its correction.

If the request is granted and **THE COMPANY** does not accompany its response with the requested information, the access will be effective within ten (10) days following such response.

1. In the case of the exercise of the right of rectification, opposition and/or cancellation, the maximum term of response of **THE COMPANY** will be of ten (10) days counted from the following day of the presentation of the corresponding request or of corrected or complemented the same one with additional information, as the case may be.
2. The terms that correspond for the answer or the attention of the referred rights can be extended only once, and for an equal term, as maximum, whenever the circumstances justify it. The justification for the extension of the term shall be communicated to the Data Owner within the term to be extended.

**3.6.** **THE COMPANY will deny the request for the exercise of ARCO rights submitted by the Personal Data Owner, in the following cases:**

1. If the applicant is not the Owner of the Personal Data, or the legal representative is not duly accredited to do so.
2. If the **COMPANY's** Data Banks do not contain the applicant's personal data.
3. If there is a legal impediment, or a judicial or administrative resolution that restricts the exercise of ARCO rights to the Data Owner.
4. When the Personal Data Owner has already exercised any of his/her ARCO rights and intends to exercise it again without having expired the term that **THE COMPANY** must resolve his/her request.

**Once you have read "Procedure for the exercise of ARCO rights" please download and submit the form below:**

**"Form for the exercise of ARCO Rights".**

**FORM FOR THE EXERCISE OF ARCO RIGHTS**

**CETCO S.A.**

Names of the Personal Data Owner:

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Surname(s) of the Personal Data Owner:

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Name of the legal representative of the Personal Data Owner (if applicable):

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ID Card or equivalent document of the Personal Data Owner:

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ID Card or equivalent document of the Legal Representative (where applicable)

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Address of the Personal Data Owner or his/her Representative (if applicable), or e-mail address, for the purpose of notifications arising from this request:

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Personal Data Owner's Phone Number (\*)[[2]](#footnote-2)

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Telephone Number of the Personal Data Owner's Representative, if applicable (\*)

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Mark with an "x" the right you wish to exercise:



[ ] Right of Access to your personal data.

[ ] Right of rectification of your personal data.

[ ] Right of Cancellation of your personal data in databases.

[ ] Right of Opposition of personal data.



Detail and support of the request (In the case of rectification of personal data, the applicant must specifically indicate to which personal data he/she is referring, as well as the modifications to be made to such data, providing documentation to support his/her request):



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Documents attached to the application:

1. Copy of the ID Card or equivalent document of the Data Owner, which must coincide with the information indicated above.
2. Copy of the ID Card or equivalent document of the legal representative of the Data Owner and a document with notarized signatures stating his or her powers of representation.
3. Documents in support of the request (detail)

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I hereby authorize **CETCO S.A.** to notify the response to my request to the mailing address and/or e-mail address registered in this form.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Applicant´s signature

1. All references to days shall be considered business days. [↑](#footnote-ref-1)
2. Non-mandatory information [↑](#footnote-ref-2)