	INTEGRATED MANAGEMENT SYSTEM		T-SI-PO-20	
	TAMA INGENIEROS S.A.C PRIVACY POLICY		Date	02/03/2020
			Version	01
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APPLICATION FORM

Date _____

1. REQUEST

Mark with an "X" which right you intend to exercise:

Information / Access ☐ Rectification ☐ Cancelation ☐ Opposition ☐

Mark with an "X" what is your relationship with us:

Shareholder ☐ Employee ☐ Supplier ☐ Customer ☐

Contractor ☐ Others ☐ _____ (specify)

2. PERSONAL DATA HOLDER INFORMATION

Name	Last name

ID/Passport	Telephone	Mobile


Address

District	Province	Department

E-mail

Prepared by:	Reviewed by:	Approved by:
Information Security Officer	Representative of the Control and Audit Body	General Manager

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3. DESCRIPTION OF THE REQUEST


Give a clear and precise description of your request:

- For natural persons: Attach a simple copy of ID/passport of the holder of personal data. In case of representation of the right holder, a power of attorney with legalized signature and the proxy's DNI must also be attached.
- For legal entities: Attach an updated power of attorney and a simple copy of the ID /passport of the legal representative. In case of representation of the right holder, a power of attorney with legalized signature of the representative and the ID of the attorney-in-fact must also be attached.

Signature of the Personal Data Subject or
Legal Representative

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4. INFORMATION ON ARCO RIGHTS

INFORMATION

You may request information about the purpose for which your personal data are used, who has access to them, in which data bank they are stored, as well as the identity and address as holders of the data banks and, if applicable, of the person in charge of their treatment, the transfers that are made, the consequences of providing personal data and of the refusal to do so, the time of conservation of the same and how to exercise your rights that the law grants you and the means provided for this purpose.

The deadline to comply with this right is twenty (20) days from the day following the submission of the request.

ACCESS

You have the right to know which personal data are included in the database, how they were collected, the purpose for which they were collected and at whose request they were collected, the transfers made, the conditions and use given to them, and the time of conservation of personal data.

The term to comply with this right is ten (10) days counted from the day following the day of the presentation of the request.


RECTIFICATION

You may request the updating, inclusion or modification of personal data when they are partially or totally inaccurate, incomplete, erroneous or false, for which purpose they must specify the data concerned and the correction to be made, attaching the documentation that proves the request.

The term to comply with this right is ten (10) days counted from the day following the presentation of the request.

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CANCELLATION

You may request the cancellation or deletion of your personal data from the database. To do so, you must specify which data you wish to delete or cancel, attaching the documentation that proves your request.

It is important to consider that the request will not proceed if you have a contractual relationship with TAMA INGENIEROS S.A.C. and your data is necessary to execute such contractual relationship. Without prejudice to the exercise of the right of cancellation, we will keep the corresponding information for the term provided in the laws and regulations in force.

The term to attend this right is ten (10) days counted from the day following the presentation of the request.

OPPOSITION

You have the right to object to being included in the database or to our use of your personal data: (i) when you have not authorized its collection because it was taken from public sources; or, (ii) when having given your consent, you prove the existence of reasons that justify your request.

The deadline to comply with this right is ten (10) days from the day following the day of the submission of the request.

Prepared by:	Reviewed by:	Approved by:
Information Security Officer	Representative of the Control and Audit Body	General Manager

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