



#### **RIGHTS OF INTERESTED PARTIES / USERS IN THE FIELD OF DATA PROTECTION:**

- **Right of Access:** Allows the interested party to know and obtain information about the treatment of their personal data free of charge.
- **Right of Rectification:** Right to guarantee the certainty of the information treated. It allows to correct and modify inaccurate or incomplete data.
- **Right of Cancellation:** Allows the elimination of data that prove to be inadequate or excessive without interfering with the blocking duty.
- **Right of Opposition:** Right to cease or not to carry out the processing of data of the interested party.
- **Right of Limitation:** Right to suspend the operations of the processing of the personal data of the interested party.
- **Portability Right:** Access right complement. It allows obtaining the data provided to an organization or transmitting it directly to another entity.
- **Right of suppression:** is the manifestation of the cancellation and opposition rights applied to internet search engines. It allows preventing the dissemination of personal data through the Internet if certain requirements are not met.

#### **PRINCIPLES THAT MUST TREATMENT:**

- ☑ Personal data must be treated in a lawful, fair and transparent manner.
- ☑ Personal data must be collected for specific and legitimate purposes.
- ☑ Personal data must be adequate, relevant and limited to what is necessary in relation to the treatment.
- ☑ Personal data must be accurate and always updated.
- ☑ Personal data must be maintained in such a way that identification of the interested parties is allowed for no longer than necessary for the purposes of the treatment.
- ☑ The personal data must be treated in such a way that its security is guaranteed.

#### **PROCEDURE FOR THE EXERCISE OF RIGHTS:**

Step 1. The submission of the form: When an interested party wishes to exercise one of the rights that assist him, he can do it in two ways:

**a) By email:** By sending to the email [info@biketoursmalaga.com](mailto:info@biketoursmalaga.com) the form published by the Spanish Agency for Data Protection to each right (access, rectification, etc.) duly  
*TRICOSOL TRICICLOS, S.L. N.IF B92906239 29001 Málaga, Teléfono: 952 21 12 96 Email  
info@biketoursmalaga.com*



completed and providing evidence of the modifications or rectifications that are intended, when appropriated.

Or, and in the case in which such forms cease to be published, the interested party must send an email identifying himself authentically, explaining the right he intends to exercise, specifying the data affected by the exercise of rights if they do not affect in a globalized way to all the data of the interested party, and providing proof of the modifications or rectifications that are intended, where appropriate, for which purpose the person in charge will be responsible for providing one of the models if necessary.

**b) In person:** Presenting in the establishment open to the public at Vendeja Nº 6, Malaga, the form published by the Spanish Agency for Data Protection for each right, as explained above. This must be sent the signed document with date and place as well as a copy of your identity document and a signed declaration that you are the one exercising the corresponding right. You are entitled to be provided one of these forms if asked for it.

Step 2, acknowledgment of receipt: Once the request has been received, an acknowledgment of receipt will be sent to the email received or a sealed copy of the request will be delivered if it has been formalized in person.

Step 3, study of your request: The pertinence of the petition will be studied immediately, making effective the exercise of the right as quickly as possible and within a maximum period of 7 days.

If the exercise of the right is not possible or, in case the request could only be partially executed, the reasons for such resolution and the legal basis supporting it may be immediately known to the interested party, with the same period of 7 days.

Step 4, motivated resolution of your request. The means of communication of the resolution to the request for the exercise of rights shall be the same as that used by the interested party, through e-mail or through citation and in person delivery of the documentation in the commercial establishment, in its case.