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ANNEX 3: PROCEDURE FOR ATTENTION OF REQUESTS FOR THE RIGHTS OF INFORMATION, REVOCATION, ACCESS, RECTIFICATION, CANCELLATION AND OPPOSITION

1. SCOPE

This document is applicable to Sociedad Agrícola Drokasa SA, hereinafter "AGROKASA" with administrative office at Jr. Mariscal La Mar N ° 991, 10th Floor, Magdalena, Lima - Peru.

2. BACKGROUND

By provisions established in the Personal Data Protection Law approved in 2011, it is required to establish guidelines and define processes to guarantee the adequate treatment of personal data.

The rights of Access, Rectification, Cancellation and Opposition, hereinafter ARCO rights, are the set of rights that guarantee the owners of personal data control over their information.

3. OBJECTIVE


The objective of the procedure is to meet the requests of citizens who hold personal data for the exercise of their information rights and ARCO rights in compliance with the requirements of the Personal Data Protection Law, to protect the rights of the holders and avoid infringements. and sanctions before the regulatory entity, which affect the institutional and reputational image of AGROKASA.

4. DEFINITIONS

- **Personal Data Protection Committee:** Responsible for ensuring compliance with the provisions of the policies and procedures that regulate the processing of personal data.
- **Responsible for the treatment:** It is the one who decides on the processing of personal data.
- **Responsible for the personal data bank:** Person in charge of each personal data bank, and of compliance with the requirements of the law on it.
- **Holder of personal data:** Natural person to whom the personal data correspond.
- **Processing of personal data:** any operation or procedure on personal data, automated or not, such as the collection, registration, organization, storage, conservation, preparation, modification, extraction, consultation, use, blocking,

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deletion, communication by transfer or dissemination , or others that allow access, correlation or interconnection of personal data.


- **Receiver or importer of personal data:** is any natural or legal person under private law, including branches, subsidiaries, related parties or similar; or public entities, which receives the data in case of international transfer, either as the owner or manager of the personal data bank, or as a third party.
- **Third:** it is any natural person, legal person under private law or public entity, other than the owner of personal data, the owner or manager of the personal data bank and the person responsible for the treatment, including those who process the data under their direct authority.
- **Blocking:** is the measure by which the person in charge of the personal data bank prevents third parties from accessing the data and these cannot be processed, during the period in which any request for updating, inclusion, rectification or deletion is being processed. , in accordance with the provisions of the third paragraph of Article 20 of the Law. It is also provided as a step prior to cancellation for the time necessary to determine possible responsibilities in relation to the treatments, during the statutory or contractually prescribed period.
- **Personal data bank:** organized set of personal data, automated or not, regardless of the support, be it physical, magnetic, digital, optical or others that are created, whatever the form or modality of its creation, training, storage, organization and access.
- **Personal data:** all information about a natural person that identifies or makes it identifiable through means that can be reasonably used.
- **Sensitive data :** personal data made up of biometric data that by themselves can identify the owner; data referring to racial and ethnic origin; economic income, political, religious, philosophical or moral opinions or convictions; union membership; and information related to health or sexual life.
- **Holder of the personal data bank:** natural person, legal person under private law or public entity that determines the purpose and content of the personal data bank, its treatment and security measures.

5. ARCO RIGHTS

ARCO Rights (Access, Rectification, Cancellation and Opposition) are the set of rights through which Law No. 29733 - Personal Data Protection Law, guarantees people the power of control over their personal data. These rights can only be exercised by the owner of the data, by their legal representative or by an accredited representative, so that the person in charge of the " **Form for the Exercise of Information Rights,**

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Revocation and Arco Rights " can deny these rights when the The request is made by a person other than the affected party and / or it is not proven that they are acting on their behalf.

Said requests may be made independently, that is, without exhausting one or the other, being the following:

- **Information:** e I holder of personal data is entitled to will provide all information indicated in Article 18 of the Law on Protection of Personal Data and paragraph 4 of Article 12 of its Regulations.
- **Revocation:** the owner of the personal data may revoke their consent to the processing of their personal data for purposes other than those that give rise to their authorized treatment, without affecting the relationship that gives rise to the consent that has been granted or has not been revoked. . If the revocation affects all the processing of personal data that was being carried out, the owner or manager of the personal data bank, or where appropriate the person responsible for the treatment, will apply the rules of cancellation or deletion of personal data.
- **Access:** the right to obtain from the owner of the personal data bank or data controller the information regarding their personal data, as well as all the conditions and generalities of the treatment thereof.
- **Rectification:** that right that you have to modify the data that turn out to be inaccurate, erroneous or false. It is necessary to specify the data that need to be rectified, as well as to provide the necessary supporting documents.
- **Cancellation:** the owner of the personal data may request the cancellation of their personal data from a personal data bank when they are no longer necessary or relevant for the purpose for which they have been collected, when the period established for their treatment has expired. , when you have revoked your consent for the treatment and in the other cases in which they are not being treated in accordance with the Personal Data Protection Law and its Regulations. The cancellation request may refer to all the personal data of the owner, contained in a personal data bank or only to some part of them.
- **Opposition:** the owner of personal data has the right not to carry out the processing of their personal data or to cease the processing of this, when they have not given their consent for their collection because they have been taken from a publicly accessible source. Even if they have given consent, the owner of personal data has the right to oppose the processing of their data, if they prove the existence of well-founded and legitimate reasons related to a specific personal situation that justify the exercise of this right.

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The exercise of these rights must be carried out through simple and free means made available by the person responsible for the **Form for the Exercise of Information Rights, Revocation and Arco Rights**. They are subject to deadlines, so it is necessary to establish procedures for their satisfaction. If the claimant believes that their rights have not been met in the form and term according to the Personal Data Protection Law and its Regulations, they can go to the guardianship of the National Authority for the Protection of Personal Data.

This document describes the process of attention to information rights, as well as ARCO rights by the holders of personal data.

6. EXERCISE OF THE RIGHTS OF THE PERSONAL DATA HOLDER

Request registration

The registration and / or reception of the request for attention to the rights of the holders of personal data is free and may be initiated through any of the following ways:


- The AGROKASA website , where the **"Form to exercise the right to information, revocation and ARCO rights"** (**Annex 1**) will be available to be completed, have the corresponding signature, attach a copy of the DNI and be sent to the email rights .arco @ agrokasa.com.pe , indicated on the same website. The mail must have an "automatic response" with a copy to the "Committee for the Protection of Personal Data", hereinafter the Committee, in order to store the acknowledgment of receipt of the request for the exercise of rights.
- In person, at the administrative office at Jr. Mariscal La Mar N ° 991, 10th Floor, Magdalena, Lima - Peru., Where, at the request of the owner of personal data, the **"Form to exercise the right to information, revocation and ARCO rights"**, which he will proceed to fill out, including his signature and a copy of the DNI to proceed to deliver it in accordance with the internal protocol for the receipt of documents. A copy of the form must be provided to the applicant. A culminating the process responsible according to the internal protocol of receiving documents by e - mail report derechos.arco@agrokasa.com.pe to the Committee on applications received by exercising the rights of information and recall, as well as ARCO rights requests.

Likewise, the Committee must keep a record of the requests for information, revocation and ARCO rights that allows identifying the correlative of the submitted request form or email.

7. MANAGEMENT OF THE APPLICATION

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The Committee will inform the "person responsible for the data bank" involved about the request of the owner of the data, so that they can proceed to verify if their request is feasible and does not contravene any other law or regulation in force.

On the other hand, the person in charge of the data bank, involved in the exercise of the ARCO rights of the requesting owner, will need to comply with the right required according to the internal mechanisms of the area. The attention period for closing the request will depend on the right exercised by the owner of the personal data in accordance with the following table:

Right	Service periods
Information	8 business days
Revocation	5 business days
Access	20 business days
Rectification, Cancellation and Opposition	10 working days

The periods indicated will be suspended in case AGROKASA requires additional data or has observations in accordance with the provisions of paragraphs 8.1 and 8.2.

8. Assumptions

a. Information with observations:


When observations to the request are identified due to non-compliance with the requirements requested in the "Form for the Exercise of Information Rights, Revocation and Arch Rights", AGROKASA will communicate with the owner through the contact information provided in said form within a period of five (5) business days, counted from the day after receipt of the form. The data owner will have to respond and correct the observations within a maximum period of five (5) business days. In the event that the owner does not respond to the request, after this period has expired, AGROKASA will archive the owner's request and it will be considered as not submitted.

b. Insufficient or wrong information:

When the information consigned in the "Form for the Exercise of Information Rights, Revocation and Arco Rights" is insufficient or erroneous on the part of the owner, which does not allow AGROKASA to treat the request, the owner will be requested within a period of no more seven (7) business days after receiving the

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form that complements, clarifies or issues a new request. The data owner will have a period of ten (10) business days after receiving the request, counted from the day after receiving it, to respond. In the event that the owner does not respond to the request, after this period has expired, AGROKASA will archive the owner's request and it will be considered as not submitted.

c. Justified extension of deadlines:

Except for the period established for the exercise of the right to information, AGROKASA may request the extension of the service periods with a valid justification only once and for a period equal to the maximum that corresponds according to the right to exercise by the owner of the data. Said extension must be communicated to the owner of the data within the period to be extended.

AGROKASA must keep its mechanisms updated to be able to attend to requests for information and revocation rights, as well as ARCO rights in its databases supported by manual or automated records.

**FORM TO EXERCISE THE RIGHTS OF INFORMATION, REVOCATION AND
"ARCO" RIGHTS
Sociedad Agrícola Drokasa SA
AGROKASA**

Application date: _____


RIGHTS THAT YOU WISH TO EXERCISE:

- 1) Information ___ 2) Revocation ___ 3) Access ___ 4) Rectification ___
5) Cancellation ___ 6) Opposition ___

" In accordance with the provisions of the Personal Data Protection Law and its Regulations , by signing this document, you authorize AGROKASA (*) owner of the data bank, to process your personal data, exclusively for the attention of your rights such as information, revocation, access, rectification, cancellation and opposition, if applicable. The data will be stored in the ARCO Rights Attention database, complying with the security measures required by Law, maintaining strict confidentiality, and will have an indefinite duration except for exceptions provided in the legal framework. In addition, you should know that the revocation of the authorization or the exercise of the other rights that the Law grants, may be exercised at the AGROKASA office located

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at Jr. Mariscal La Mar N ° 991 Magdalena, Lima through any other means indicated on the company's website. "

DATA OF THE OWNER OF PERSONAL DATA

Name (s) Surname (paternal and maternal):

DNI: _____

Address: _____

Email: _____ Telephone: _____

Note: this application must be accompanied by a copy of the national identity document or immigration card

DETAILS OF THE REPRESENTATIVE (IF SO)

Name (s) Surname (paternal and maternal):

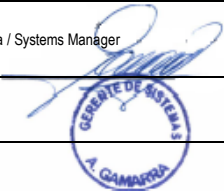
DNI: _____


Note: the application must necessarily be accompanied by a copy of the national identity document or equivalent document, and the title that accredits the representation.

DESCRIPTION OF THE RIGHT YOU WISH TO EXERCISE

Describe clearly and precisely the right that you wish to exercise over personal data, as well as other documents that support the request if this is the case. In the case of revocation of consent, you must indicate whether it is total or partial; In the case of being the second type, it must be indicated which or which treatments are those with which the owner does not agree.

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MEANS OF ANSWERING YOUR REQUEST



- Email
- Home Messaging

Signature of the holder

DNI:

Name and signature of the legal representative

DNI:

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