



Dirección del Archivo General y Protección de Datos
Universidad Complutense de Madrid
Facultad de Derecho. Ciudad Universitaria. 28040 Madrid
Teléfono 913 945 293 Fax: 913 945 612
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ADDITIONAL INFORMATION DATA PROTECTION TREATMENT:

PUBLICATIONS SERVICE

Who is responsible for the processing of your data?

Identity: Universidad Complutense, Vicerrectorado Extensión Universitaria, Cultura y Deporte. CIF: Q2818014I
Postal address: Avenida Séneca, 2. 2ª planta. 28040 Madrid.
Telephone: 91 394 3554 / 91 394 3381
E-mail: vr.extension@ucm.es
Data Protection Officer (DPO):
DPO Contact : protdatos@rect.ucm.es

Which is the purpose do we treat your data for?

Dissemination and sale of UCM's publications / billing and shipping of publications

How long will we keep your data?

The personal data provided will be kept for four years after billing (Law 58/2003). After the aforementioned deadline, the rules of archives and documentation are applied:

- Ley 58/2003, de 17 de diciembre, General Tributaria (Act)
- Ley 16/1985, de 25 de junio, del Patrimonio Histórico Español (art. 55.1 y 58) - (Act)
- Ley 4/1993, de 21 de abril, de Archivos y Patrimonio Documental de la Comunidad de Madrid (Act)
- Real Decreto 1708/2011, de 18 de noviembre, por el que se establece el Sistema Español de Archivos y se regula el Sistema de Archivos (Act)

Automated decisions including profiling?

They are not made.

What is the legitimacy for the treatment of your data?

Express consent of data subject

Is there an obligation to provide data and consequences of not doing so?

Not providing data expressly requested will make it impossible to comply with the purpose of the treatment



To which recipients will your data be communicated?

No data will be transferred to third parties, except legal obligation

What are your rights when you provide us with your data?

- Anyone has the right to obtain confirmation about whether or not we are dealing with personal data concerning them at the UCM.
- The data subject have the right to access their personal data, as well as to request the rectification of inaccurate data or, where appropriate, request its deletion when, among other reasons, the data is no longer necessary for the purposes that were collected
- In certain circumstances, interested parties may request the limitation of the processing of their data, in which case we will only keep them for the exercise or defense of claims.
- In certain circumstances and for reasons related to their particular situation, the interested parties may object to the processing of their data. UCM will stop processing the data, except for legitimate reasons or the exercise or the defense of possible claims.
- The right to portability by computerized means to those responsible for treatments related to the established purpose.
- To file a claim with the Control Authority - Spanish Data Protection Agency-

How to exercise the rights of the holders?

- URL: <https://www.ucm.es/y-si-quiero-reclamar>
- E-mail: protdatos@rect.ucm.es
- Entry Register (Art. 16 Ley 39/2015 Act- I Procedimiento Administrativo Común de las AAPP)
- Archivo General y Protección de Datos: Facultad Derecho, Plaza. Menéndez Pelayo 4, 28040-Madrid
- Right to withdraw consent: you have the right to withdraw the consent given.
- Right to claim before the Control Authority: Agencia Española de Protección de Datos (AEPD), www.agpd.es