

Right to objection

The right to objection is the right of the data subject that processing of their personal data not be carried out or be ceased in the following situations:

- When their consent to the processing is not necessary, as a result of a legitimate and grounded reason, referring to their specific personal situation, which justifies it, unless otherwise provided by law.
- When the purpose of the processing is to make a decision regarding the data subject and is solely based on the automated processing of their personal data, under the terms set out in Article 36. 1 of Royal Decree 1720/2007.

Right to cancellation

The right to cancellation allows the deletion of data that is inadequate or excessive. The cancellation implies data being blocked, comprising their identification and retention in order to prevent processing with the exception of being at the disposal of public administrations, judges and courts. After expiration of the statute of limitations of the legal responsibilities resulting from the processing, the data shall be deleted. Nevertheless, the personal data must be conserved for the periods established in the applicable provisions, or, if necessary, in the contractual relations between the person or entity responsible for the processing of the subject's data.

More information:

University of Granada. General Secretariat

- By phone: (34) 958 24 30 21
- By post: Secretaría General. Avda. del Hospicio, s/n. Hospital Real. 18071 Granada
- By fax: (34) 958 24 08 93
- By email: secretariageneral@ugr.es
- Website: http://secretariageneral.ugr.es/pages/proteccion_datos/index
- You can also send us your comments and suggestions for improvement online at: <http://secretariageneral.ugr.es/pages/buzon>

Spanish Data Protection Agency

- Website: www.aegp.es

Protection of personal data



Pr of personal data



What is personal data?

Personal data is all alphanumeric, graphic, photographic, acoustic, or any other type of data which may be collected, recorded, handled or transmitted about an identified or identifiable individual.

Personal data include, among other things, your name, surname, identity card number, personal image, digital fingerprint, email address, and IP address.

Files of the University of Granada registered with the Spanish Data Protection Agency

One of the obligations of the UGR as a responsible party for files containing personal data is their submission to the Spanish Data Protection Agency so that they can be registered in a General Registry which can be accessed by the public. The files which the UGR has registered with the Spanish Data Protection Agency (in alphabetical order and with links to the provisions for their creation, amendment or, where appropriate, cancellation) can be consulted using the link on the website of the General Secretariat:
http://secretariageneral.ugr.es/pages/proteccion_datos/responsables-ficheros

Exercise of the ARCO rights

The ARCO rights are the rights of people recognised in the Constitutional Law 15/1999 on the Protection of Personal Data, and development provisions. Specifically, they deal with:

- The right to access.
- The right to rectification.
- The right to cancellation.
- The right to objection.

The rights to access, rectification, cancellation and objection are independent rights, meaning that none of them has to be exercised as a prior requirement for the exercise of another.

Any of these rights can be exercised by writing to the [Secretaría General de la Universidad, Avda. del Hospicio, s/n, Hospital Real, 18071 Granada](#), for any of the reasons above. In case of data contained in University Ombudsman files, the request should be sent to the [Defensor Universitario, Avda. del Hospicio, s/n, Hospital Real, 18071 Granada](#).

On the website of the General Secretariat request **forms are available** for exercising any of these rights:
<http://secretariageneral.ugr.es/pages/formularios/proteccion-de-datos/index>

The **documents** which must be enclosed are:

- A copy of the DNI identity card or the equivalent document of the applicant (this will not be necessary when the request is made through the corresponding electronic system) and, if appropriate, of their representative, together with a copy of the documents accrediting the representation.
- A recent photo, if the right is being exercised in relation to a video surveillance file.
- Documents accrediting the petition being made, when rights to rectification, cancellation or objection are being exercised.

Right to access

The right to access allows the data subject to obtain information about whether their own personal data is subject to processing, the purpose of the processing that, if appropriate, is being done, as well as the information available on the origin of such data and the communications made or planned for them.

The right to access can only be exercised in intervals of not less than twelve months, unless a legitimate interest to do otherwise is shown.

Right to rectification

The right to rectification allows the correction of errors, the modification of inaccurate or incomplete data, and guarantees the integrity of the data being processed.