

LOST ITEMS APPLICATION FORM

IF YOUR ITEM HAS BEEN LOST INSIDE THE AIRCRAFT, YOU MUST CONTACT THE CORRESPONDING AIRLINE OFFICE.

If you have lost an item at Málaga-Costa del Sol Airport facilities, you have to fill in this form and send it by e-mail to objetosperdidosagp@aena.es attaching a Passport or Identity Card photocopy from the owner of the lost item. With the information provided by this form we will proceed to the item's search, and we will contact you if it is located. **(Click twice on the form)**

CONTACT INFORMATION				
NAME*				
FLIGHT NUMBER /AGP				
DATE*:				
POSTAL ADDRESS*				
TELEPHONE NUMBER				
E-MAIL*:				
DATE AND PLACE WHERE THE ITEMS WERE LAST SEEN				
LIST OF THE LOST ITEMS				
NUMBER OF ITEMS	OBJECT*	BRAND	MODEL/SERIAL NUMBER	DESCRIPTION: colour, size, material... (A higher details level provides more probabilities to find the item. Moreover you can add a copy from the Next documents: Fly ticket copy, payments receipts, etc.)
ADDITIONAL INFORMATION				
<p>In the case that we identify an item with the provided description, you will receive an e-mail, with the register number of the object, and the proposed date and hour to pick up the item, as well as the necessary documents to collect it. The answer to your search request will take at least 72 hours from the reception. However we may contact you in a shorter period.</p> <p>Enter your available date and time in case that you have to come to our office.</p>				
INDIQUE FECHA Y HORA DE DISPONIBILIDAD POR SU PARTE EN CASO DE QUE SEA REQUERIDO PARA PASAR POR NUESTRAS INSTALACIONES.				
HORA			FECHA SOLICITADA.(DD/MM/AAAA)	

*: Campos obligatorios

PRIVACY POLICY

Contact details of the Data Controller: Aena SME, S.A. Address: Arturo Soria, 109. 28043, Madrid. C.I.F (Tax ID. number): A86212420. Companies Register of Madrid, Volume 28806, Folio 211, Section 8, Page M-518648.

Contact telephone: 902 404 704. Contact details of the Data Protection Officer dpd@aena.es

The purpose of this document is to notify you that your personal details are processed in accordance with Personal Data Protection laws, in particular, those of Regulation (EU) 679/2016 of the European Parliament and Council of 27 April 2016, relating to the protection of individuals with regards to the processing of personal data and free circulation of those data (General Data Protection Regulation (GDPR)).

The data will be collected throughout the processing, as well as during the term that a claim may arise; and it will be communicated, in case, to the aerea company, company or organism implicated at the processing of the present complaint, suggest or request; to Courts and Judges in case that you complaint develop into a legal action, as well as established authorities by law. Internationals transfers are not planned.

The data processing is based on your consent.

Aena SME, S.A, like a data processing responsible, will take the necessary measures of a technical and organisational nature to ensure the personal data safety that you provide us, avoiding its alteration, lost or not authorized treatment.

Any interested has the right to have a confirmation about the existence, or not, about his personal data treatment. Likewise, the General Regulation of Data Protection, stipulate like interested rights:

- *Acces to his data*
- *Request the rectification or supression of his data*
- *Request the limitation of the treatment of his data*
- *To the portability of his data*
- *Oppose to the treatment of his data*

Your request will be answered as soon as possible and, in any case, at the period of one month from the reception. This period can be prolonged until two months if will be necessary, considering the complexity and the number of the requests.

To exercise these rights, the interested could make contact through the next e-mail ocdp@aena.es or writing to Calle Arturo Soria, N° 109, 28043-Madrid, as well as the Portal de Servicios Telemáticos (<https://serviciostelematicos.aena.es>).

For any question you can communicate with our Protection Data Delegate by the e-mail: dpd@aena.es.

The interested have the right to put a claim at the Spanish Protection Data Agency (AEPD) like supervision and control authority of the data protection at the Spanish territory.