



VISIT REQUEST FORM Adolfo Suárez Madrid-Barajas Airport

GENERAL INFORMATION

Requesting Institution / Company:
Visiting Institution / Company:
Purpose of the visit:
Dates of interest for scheduling the visit:
No. of visitors (20 people max. including person in charge):

Guided visits for people aged 18 and over.
Preferred hours (between 9:00 a.m. and 5:00 p.m.), except Fridays (between 9:00 a.m. and 3:00 p.m.).

CONTACT DETAILS FOR COORDINATING THE VISIT

Name: Surname(s):
Institution / Company:
Position:
Email:
Telephone:

I ACCEPT THE PROCESSING OF MY DATA

DESIGNATED SUPPORT PERSON ACCOMPANYING THE VISIT

Name: Surname(s):
Institution / Company:
Position:
ID / Passport Number:
Email:
Telephone:

I ACCEPT THE PROCESSING OF MY DATA

REMARKS (VISIT LANGUAGE, SPECIAL NEEDS, SCHEDULE OR DURATION LIMITATIONS, MOBILITY, ETC.). Specify:

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Aena reserves the right to make any necessary modifications or adjustments to the visit for safety or operational reasons.

PROCESSING OF PERSONAL DATA

Please be advised that Aena S.M.E. S.A., located at Calle Peonías 12, 28042, Madrid, as the data controller, will, with your consent, process the data you have provided to facilitate the visit to the airport. The data will be retained for the duration of the visit coordination process and for a period during which potential claims may arise. Your data may be shared with Law Enforcement and Security Agencies in compliance with legal obligations, and no further transfers or international sharing are anticipated, except as legally required.

You have the right to access, correct, erase, restrict processing and withdraw your consent by emailing us at ocpd@aena.es or by post to Calle Peonías 12, 28042 Madrid, as well as through the Telematic Services Portal (<https://serviciostelematicos.aena.es>). For any inquiries regarding data protection, you may email our Data Protection Officer at dpd@aena.es. You can also file a complaint at any time with the Spanish Data Protection Agency at www.aepd.es.