

EXERCISING RECTIFICATION RIGHTS

Request to correct inexact or incorrect personal data included in a file², which is subject to processing

DATA REGARDING THE ENTITY IN CHARGE OF FILE OR PROCESSING

Name:.....

Address of Access Office:.....(street and nr)

Post Code.....Town:.....Province / Country:.....

(Note: If the address of the entity in charge of the file is unknown, it can be requested from the Data Protection Agency at (0034) 91 3996200 between 9am and 2pm from Monday to Friday. THE DPA DOES NOT HAVE ACCESS TO THE FILE CONTENTS, BUT ONLY THE ADDRESS OF THE ENTITY IN CHARGE OF THE FILE).

APPLICANT'S DATA

Mr/Mrs/Miss/Ms, being over 18, residing at nr and street..... Town..... Province Postcode Passport/ID card nr....., of which a photocopy is attached, through this application expresses the wish to exercise his/her rectification right, in compliance with article 16 of the Organic Law 15/1999, and articles 15 and 16 of the Royal Decree 1332/94.

REQUESTS-

1. That the effective correction of the inexact data relating to my person appearing in your files is made for free within a delay of 10 days from the receipt of this application.
2. The data to be rectified is in the annexe sheet, referring to the documents which accompany this application and which prove, should it be necessary, the veracity of the new data.
3. That the rectification of the data will be communicated to me in writing once it has been carried out.
4. That, in the event that the entity in charge of the file considers that the rectification or cancellation should not proceed, this will also be communicated and justified, within the ten days mentioned above, in order to be able to make the complaint as given in article 18 of the Law.

Signed inon.....of..... 200...

² The rights are exercised before the entity in charge of the file: Public or Private Organism, company, professional or individual, who holds the data.

ANNEXE·DATA WHICH MUST BE RECTIFIED

Incorrect Data	Correct Data	Supporting Document
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