

EXERCISE OF THE RIGHT OF RECTIFICATION

DATA OF THE PERSON IN CHARGE OF THE TREATMENT.

Name / Company name Office / Service address
to which the right of rectification is exercised : Street
..... n°..... Zip/Postal Code City
..... Province..... City
.....

DATA OF THE AFFECTED PERSON OR LEGAL REPRESENTATIVE.

Mr./Mrs....., of legal age, with
domicile in Street n° ,
City Province C.P.
City with D.N.I., with mail
electronic.....by means of this letter exercises the right of rectification, in
accordance with the provisions of Article 16 of EU Regulation 2016/679, General Data
Protection Regulation (GDPR).

REQUEST

That the rectification of the personal data be carried out within one month of receipt of
this request, and that I be notified in writing of the result of the rectification carried out.

Data on which I request the right of rectification :
.....
.....
.....

That in the event that it is agreed that the requested rectification is not appropriate, I will
be informed of the reasons so that, if appropriate, I can complain to the corresponding
supervisory authority.

Likewise, in the event that my personal data have been communicated by this controller
to other data controllers, this rectification will be communicated to them.

Ata.....de.....de 20.....

Signed:

INSTRUCTIONS

- 1.** This template will be used in the event that inaccurate or incomplete data needs to be rectified by the data controller.
- 2.** In order to prove the inaccuracy or incompleteness of the data being processed, it is necessary to provide the data controller with the documentation that proves it.
- 3.** It will be necessary to provide a photocopy of the ID card or equivalent document that proves the identity and is considered valid in law, in those cases in which the person responsible has doubts about his identity. In the event of acting through legal representation, the ID card and document accrediting the representation of the representative must also be provided.
- 4.** The Spanish Data Protection Agency does not have your personal data and can only provide the contact details of the Data Protection Officers of the entities obliged to appoint one who have notified their appointment to the Agency. It can also provide these contact details for those entities that have voluntarily appointed a Delegate and have communicated it.
- 5.** The owner of the personal data undergoing processing must contact directly the public or private body, company or professional of which he/she presumes or is certain that he/she holds the data.
- 6.** In order for the Spanish Data Protection Agency to be able to process your claim in the event that your request to exercise your right of rectification has not been dealt with, it is necessary that one month has passed without the data controller having responded to your request, and you provide any of the following documents:
 - the refusal of the data controller to rectify the data requested.
 - a copy stamped by the data controller of the model request for rectification.
 - copy of the application form for rectification stamped by the post office or copy of the receipt for sending it by registered post.
 - any other means of proof provided by the controller from which receipt of the request can be deduced.