

EXERCISE OF RIGHT TO RECTIFICATION

DETAILS OF THE DATA CONTROLLER.

Name / Company Name.....Address of the Office / Service on which the right to rectification is exercised: C/Plaza n°
Postcode Town/City Province
Autonomous Community

DETAILS OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE.

Mr./Ms., of legal age, residing at C/Plaza n°....., Town/City Province Postcode Autonomous Community with ID card (DNI)....., and email..... hereby exercises the right to rectification pursuant to Article 16 of Regulation (EU) 2016/679, General Data Protection Regulation (GDPR).

I REQUEST

That the data controller agrees to rectify my personal details, that they do so within one month of receiving this request and that I am notified of the result of said rectification in writing.

Details that I would like to be rectified:

.....
.....
.....

That if it is agreed not to rectify my details as requested, I am notified, with justification, so that I may, where applicable, lodge a complaint with the corresponding Supervisory Authority.

Similarly, in the event that my personal details have been sent by said data controller to other data controllers, that they are notified of this rectification.

Inon.....20.....

Signed:

.....

INSTRUCTIONS

1. This form will be used for cases where incorrect or incomplete details need to be rectified by the data controller.
2. In order to check that the details processed are incorrect or incomplete, documentation accrediting this must be provided to the data controller.
3. They will need to provide a photocopy of their National ID card (DNI) or equivalent legally valid ID document in case the data controller has doubts about their identity. If acting through a legal representative, they will also need to provide a copy of their National ID card (DNI) and documents accrediting their role as representative.
4. The Spanish Data Protection Agency does not hold their personal details and can only provide the contact details of the Data Protection Officers of the companies that were obligated to appoint one and have notified the Agency of said appointment. It can also provide the contact details given by companies that have voluntarily appointed an Officer and notified the Agency of this.
5. The individual whose personal details are being processed must contact the public or private body, company or professional that it believes or knows possesses its details directly.
6. In order for the Spanish Data Protection Agency to process your complaint if your request to exercise your right to rectification has not been honoured, at least one month must have passed without the data controller having responded to said request and one of the following documents must be provided:
 - the refusal of the data controller to rectify the details requested.
 - copy of the rectification request form stamped by the data controller.
 - copy of the rectification request form stamped by the post office or copy of proof of posting by certified post.
 - any other form of proof provided by the data controller that indicates they have received their request.