

## EXERCISING THE RIGHT OF CORRECTION

Request to correct the inexact or incorrect personal data which is the subject of processing and is held in a file<sup>2</sup>

### DATA OF THE DATA CONTROLLER FOR THE FILE OR FOR PROCESSING THE INFORMATION

Name:..... Address  
of Access Office: Street..... no. .... Postcode  
..... Place:.....  
Province:.....

**(Note: If you do not know the address of the data controller for the file, you may call the Data Protection Agency to request this information, on 91 -3996200 between 9.00 am and 2.00 pm, Monday to Friday. (THE APD (DATA PROTECTION AGENCY) DOES NOT HAVE THE DATA CONTAINED IN THE FILE, ONLY THE ADDRESS OF THE DATA CONTROLLER). APPLICANT'S DATA**

Mr/ Mrs ....., of full legal age, with address for this purpose at .....Street no....., Place....., Province ..... Postcode holder of D.N.I (Identity Card No.) ....., a photocopy of which is attached, by means of this letter, expresses his/her wish to exercise the right of correction, in accordance with article 16 of Organic Law 15/1999 and articles 15 and 16 of Royal Decree 1332/94.

### REQUESTS.-

1. That the effective correction is made, within ten days as from the reception of this request, to the inexact personal data which are held in your files.
2. The data to be corrected are listed in the attached sheet, where reference is made to the documents accompanying this application which accredit, if this were necessary, the veracity of the new data.
3. That I be informed, in a letter to the above address, that the data have been corrected, once this has been done.
4. That, if the data controller considers that the correction or cancellation is not appropriate, it also inform me, giving the reason, within said ten days, in order that I may make the claim provided for in 18 of the Law.

In ....., on the ... of .....of 200...

2 The rights are exercised against the data controller: a Public or Private body, company, professional or private person, which or who holds the data.

### APPENDIX- DATA THAT MUST BE CORRECTED

INCORRECT DATA  
CORRECT DATA  
ACCREDITING DOCUMENT