##  ANNEX 1

## *Sample information clause for collecting data related to services or extracurricular activities offered by the school*

If the data is collected by means of a form, it should include a clause similar to this and must be kept throughout the processing of the data as proof that the data controller has complied with the duty of information. If forms are not used, the data subjects must be informed by another means.

“In accordance with art. 5 of Organic Law 15/1999, of 13 December, on the protection of personal data, we hereby inform you that the personal data collected in this form will be included in the file named............... *(enter the name of the file, e.**g.**“extracurricular activities”),* which will be managed by............... *(enter the body responsible for the file).* Your data will be processed for the sole purpose of............... . You may exercise your rights of access, rectification, cancellation and opposition via written communication, attaching a photocopy of your ID document, addressed to............... *(enter the email address and/or postal address the request should be sent to)*”.