## ANNEX 3

***Model for exercising the right of rectification***

**Request for rectification of personal data**

***Details of the applicant***

Name and surname: ...............

ID No.: ...............

Name and surname of the representative: ...............

Full address for the purpose of notification: ...............

***Identification of the file or files***

Name: ...............

Data controller:...............

**I REQUEST:**

That, in accordance with the provisions of article 16 of Organic Law 15/1999, of 13 December, on the protection of personal data, and articles 23 to 26 and 31 to 33 of its implementing Regulation, approved by Royal Decree 1720/2007 of 21 December, you rectify the....................... (*inaccurate or incomplete*) data related to me held in your files or which is being processed, and which is listed below, as below, because....................... (*reason for rectification*):

Incorrect data: ...............

Correct data: ...............

***Accompanying documents (tick applicable):***

|  |  |
| --- | --- |
|  | Copy of ID or passport |
|  |  |
|  | Document accrediting the representative |
|  |  |
|  | Accrediting documents: ............... |

*(signature of the applicant)*

*(place and date)*

SCHOOL *(school to which it is addressed)...............*