

## **EXERCISE OF THE RIGHT TO RECTIFICATION**

### **DATA OF THE CONTROLLER**

Name/Registered company name.....  
Address of the Branch/Service where the right to data portability is requested.....  
..... No. ....  
Postal Code .....  
Town/City, Country .....

### **DETAILS OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE**

Mr/Ms....., of legal age,  
with address at.....  
.....  
..... No. ....  
Postal Code .....  
Town/City, Country.....  
with ID number....., and email address.....  
by means of this notification, exercises the right of rectification, in accordance with the provisions  
of Article 16 of EU Regulation 2016/679, General Data Protection (GDPR).

### **REQUESTS**

That their personal data be rectified within one month from receipt of this request, and that written  
notification of the outcome of the rectification be provided.

Data for which the right of rectification is being requested:

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

That, in case it is decided not to proceed with the requested rectification, a reasoned explanation  
be provided so that, if desirable, a complaint might be filed with the relevant supervisory authority.

Furthermore, if my personal data have been transmitted by this data controller to other data  
controllers, this rectification request should also be communicated to them.

..... 20.....  
(Place and date)

Signature:

### **INSTRUCTIONS**

1. This form will be used to request the data controller to rectify any inexact or incomplete data. In order to prove the details are inexact or incomplete, the data controller must be provided documents that accredit such.
2. In some cases, it might be necessary to provide a copy of a valid ID. If acting through a legal representative, a copy of the representative's ID and a document accrediting their representation must also be provided.
3. The data subject must contact directly the public or private body, company, or professional presumed or confirmed to hold their data.
4. Once this form is filled out, please send it to Cecabank's Data Protection Officer (DPO) at [arco@cecabank.es](mailto:arco@cecabank.es).
5. If you are not satisfied with the way in which your request is handled, you may file a complaint with Luxembourg's National Commission for Data Protection (CNPD) according to the procedures disclosed in their website [www.cnpd.public.lu](http://www.cnpd.public.lu).