



ALARES HUMAN SERVICES- UNIT FOR THE EXERCISING OF RIGHTS

Name: **ALARES HUMAN SERVICES S.A**

Address: **PASEO DE LA CASTELLANA, 126, MADRID**

Postcode: **28046**

Town/City/Country: **MADRID (Spain)**

APPLICANT DETAILS

Name and Surnames _____

Address ¹ _____

Town/City/Country _____ Postcode _____

Email ² _____ Telephone ² _____

DETAILS OF LEGAL REPRESENTATIVE

Name and Surnames _____

Address ¹ _____

Town/City/Country _____ Postcode _____

Email ² _____ Telephone ² _____

¹ You must indicate the address to which you wish notices arising from the exercising of this right.

² Optional details



(1) □ REQUEST FOR THE RIGHT TO ACCESS

The applicant, aged over 18, withnationality and Id.card Number, of which a photocopy is included, expresses his/her wish to exercise his/her right to access, in accordance with Organic Law 15/1999 (Ley Orgánica 15/1999) and Royal Decree 1720/2007 (Real Decreto 1720/2007).

» Informative Note:

- 1.- That access to his/her files is granted free of charge within the legally established time period from the date this application is received.
- 2.- That if the request for the right to access is upheld, the information is issued via the following means and to the following address:

3.- That this information comprises, in a legible form, the data pertaining to him/her that is included in the file, and the data resulting from any elaboration, process or treatment, and the origin of the data, the assignees and specification of the specific uses and purposes for which the data was stored.

(2) □ REQUEST FOR THE RIGHT TO CANCELLATION

The applicant, aged over 18, withnationality and Id.card Number, of which a photocopy is included, expresses his/her wish to exercise his/her right to cancel, in accordance with Organic Law 15/1999 (Ley Orgánica 15/1999), and The Royal Decree 1720/2007 (Real Decreto 1720/2007).

» Informative Note:

- 1. That any data relating to his/her person found in the indicated file is cancelled, within the terms provided for in Organic Law 15/1999 (Ley Orgánica 15/1999) on the Protection of Personal Data and that notification is sent in writing to the address indicated above.
- 2. That, if the individual responsible for the file does not consider that the cancellation should go ahead, that notification of this fact is given, stating the reasons.

» Annex:

DATA TO BE CANCELLED	SUPPORTING DOCUMENT	DATA TO BE CANCELLED	SUPPORTING DOCUMENT
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO



	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
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(3) REQUEST FOR THE RIGHT TO OPPOSE

The applicant, aged over 18, withnationality and Id.card Number, of which a photocopy is included, expresses his/her wish to exercise his/her right to oppose, in accordance with The Organic Law 15/1999 (Ley Orgánica 15/1999), and The Royal Decree 1720/2007 (Real Decreto 1720/2007).

» Informative note

1. That the current processing of his/her personal data is suspended unless there is a law that states otherwise.
- 2.-That the exercising of this right by the applicant and, in accordance with current regulations on data protection, in based on the well-founded and legitimate reason stated below:

(4) REQUEST FOR THE RIGHT TO RECTIFY

The applicant, aged over 18, withnationality and Id.card Number, of which a photocopy is included, expresses his/her wish to exercise his/her right to rectify, in accordance The Organic Law 15/1999 (Ley Orgánica 15/1999), and The Royal Decree 1720/2007 (Real Decreto 1720/2007).

» Informative note

1. The data to be rectified is listed in the attached sheet, with reference to the documents included with this application which provide evidence, in the event that this is necessary, of the veracity of the new data.
2. That once the data has been rectified, written notification of this fact should be sent to the address indicated above.
3. That, if the individual responsible for the file does not consider that the rectification should go ahead, that notification of this fact is given, stating the reasons.

» Annex:

INCORRECT DATA	CORRECT DATA	SUPPORTING DOCUMENT
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Signature:



ALARES HUMAN SERVICES » EXERCISING THE RIGHT TO ACCESS, CANCELLATION, OPPOSE AND RECTIFY

Inon.....of.....of 20__

In accordance with Organic Law 15/1999 (Ley Orgánica 15/1999), of 13 December on the Protection of Personal Data, your personal data will be incorporated into a file owned by ALARES HUMAN SERVICES for the purpose of processing your request to exercise your rights. Likewise, where necessary, in order to process your request, your details may be passed on to a third party. You are responsible for the truthfulness and accuracy of the personal data you provide and authorise the collection and processing of this data for this purpose. In there are any changes to your details, we ask that you inform us of this fact so that your details can be kept up-to-date. ALARES HUMAN SERVICES S.A, as the entity responsible for handling your data, will adopt the appropriate technical and organisational measures required to guarantee the security of the personal data you provide, preventing any alterations, loss and any unauthorised processing or access.