

## RIGHT OF RECTIFICATION REQUEST FORM

To exercise your right of Rectification, please complete this form and email it to [dataprivacy@maservicescorp.com](mailto:dataprivacy@maservicescorp.com).

### Data Owner Information:

Names: \_\_\_\_\_ Surnames: \_\_\_\_\_

Identity No.: \_\_\_\_\_ Document Type: \_\_\_\_\_

**If you make this request on behalf of the data owner, please complete the following information about yourself:**

Names: \_\_\_\_\_ Surnames: \_\_\_\_\_

Identity No.: \_\_\_\_\_ Document Type: \_\_\_\_\_

Relationship with the Data Owner:  Legal Representative  Guardian (father, mother, legal guardian and upbringing)

### Documents provided:

- Identity Document of the Data Owner (mandatory)
- Identity Document of the Legal Representative or Guardian (if applicable)
- Notarized Power of Attorney Letter (if applicable)

### Contact Details:

Please tell us how we can contact you to send the response to your request and consult in case of doubts:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Other: \_\_\_\_\_

Remarks: \_\_\_\_\_

### Relationship of the Data Owner:

In order to provide you with a quicker response, please indicate the relationship(s) you have or have had with the organization:

Client/User  Collaborator  Supplier  Donor  Other \_\_\_\_\_

Person(s) in the Organization with whom you have had contact: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Legal basis:

### Law 81 of 2019 on Personal Data Protection.

**Art. 15 numeral 2:** Right of Rectification: allows the data owner to request the correction of their personal data that are incorrect, irrelevant, incomplete, outdated, inaccurate, false, or impertinent. **Article 16:** [...] the modification, [...] of the data will be absolutely free of charge and must be provided at the request of the owner of the data or whoever represents him, proof of the updated database concerning it. **Art. 17:** The data must be modified when they are erroneous, inaccurate, equivocal, or incomplete within a term of 5 business days following the request for modification. [...]

### Executive Decree 285 of 2021 regulating Law 81 of 2019 on the Protection of Personal Data.

**Art. 26:** Exercise of the right of rectification. When the owner of the data exercises the right of rectification, he must indicate in his request to which data he refers and the correction that must be made. It must accompany the documentation that supports the inaccuracy or incompleteness of the data being processed. [...]

## Details about your application:

**Reason:**  Incorrect data  Inaccurate data  Incomplete data

### Current data

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### Corrected data

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Supporting documentation provided: \_\_\_\_\_

**Data Owner**

**Legal Representative / Guardian**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### **For internal use of MULTIPLE ACCOUNTING SERVICES CORP.:**

Date and time of reception of the request: \_\_\_\_\_ Received by: \_\_\_\_\_

Application number: \_\_\_\_\_

Date and time of sending a response: \_\_\_\_\_ Sent by: \_\_\_\_\_