





INSTRUCTIONS

A: The individual or legal entity must be clearly identified according to the following instructions.

- 1** Individuals: national ID document, fiscal identity number or passport number in the case of foreigners.
Legal entities: fiscal identification number.
- 2** Individuals: name and surname.
Legal entities: registered name.

B: Bank data.

- 1** International bank account number (IBAN). The first two characters identify the country, the next two are control digits and the rest correspond to the account number.
- 2** Bank identification code (BIC), as well as the name thereof. The BIC corresponds to the international code that enables unique identification of each banking institution.
- 3** Name and surname for individuals and name or registered name for legal entities.
The bank account holder must be the same as the third party.

C: Signature and stamp of the third party, certifying that the information which appears on the document is correct.

D: To be completed by the Administration of the Basque Country.

SUPPORTING DOCUMENTATION

- A photocopy of the ID document, passport for foreigners or fiscal identity card must be presented.
- The bank document certifying that the third party owns the bank account.



DATA PROTECTION INFORMATION

In accordance with EU Regulation 2016/679 of the European Parliament and Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) and other current regulations in the area of data protection, you are informed that data of a personal nature will be included in the processing activity named "**Rights and obligations of an economic nature for the general tax system of the Basque Country**":

1. **Controller and contact details:** the Economic Kontrol Office of the Treasury and Finance Departament of the Basque Government, which can be contacted at the postal address calle San Sebastián 1, Gasteiz, the telephone number 945018995 and the email address registroterceros@euskadi.eus
2. **Data Protection Delegate and contact details:** The Data Protection Delegate of the Basque Government can be contacted at the postal address C/Donostia-San Sebastián, 1, Vitoria-Gasteiz, the email address DPD-DBO@euskadi.eus and the telephone number 945018511.
3. **Purposes of processing:** management and accounting records for the rights and obligations of an economic nature under the general tax system of the Basque Country, as well as effecting payment and collection in compliance with tax obligations.
4. **Storage period:** the time necessary to fulfil the purpose for which they were collected and determine any liabilities. The stipulations of the regulations on archives and documentation will apply.
5. **Legitimacy:** the processing is necessary to fulfil the following applicable legal obligations:
 - a) Legislative Decree 1/1997 of 11th November 1997 approving the rewritten text of the principles governing the general tax system of the Basque Country act
 - b) Legislative Decree 2/2017 of 19th October 2017 approving the rewritten text of the economic and accounting monitoring in the Basque autonomous community act
 - c) Legislative Decree 1/2011 of 24th May 2011 approving the rewritten text of current legal provisions in the area of the Basque tax regime and regulating the tax regime applicable to public sector consortia and foundations in the Basque Country
6. **Addressees:** the personal data may be passed on to:
 - a) The provincial authorities
 - b) The public treasury and tax administration
 - c) European Union bodies
 - d) The Basque public auditing tribunal
 - e) Law courts and tribunals when so ordered
7. **Exercise of rights:** people whose personal data are collected can exercise the following rights:
 - a) **Access:** the right to obtain confirmation from the data controller of whether or not they are processing personal data concerning them, and if so the right of access to these data.
 - b) **Correction:** the right to have inaccurate personal data concerning the subject corrected, and completed where they are incomplete, including by an additional declaration.
 - c) **Deletion (right to be forgotten):** the right to have personal data concerning the subject deleted where any of the following circumstances apply:
 - 1) The personal data are no longer necessary for the purposes for which they were collected or processed in some other way;
 - 2) The data subject withdraws the consent on which processing was based and this processing is not based on some other legal grounds;
 - 3) The data subject objects to processing and no other legitimate reasons for processing prevail;
 - 4) The personal data were obtained illicitly;
 - 5) The personal data must be deleted to meet a legal obligation;
 - 6) The personal data were obtained in connection with the range of information society services mentioned in article 8 section 1 of EU Regulation 2016/679.
 - 7) The right to have any link to the personal data deleted where there is an obligation to delete them.

d) **Limitation:** the right to restrict the processing of personal data in the following circumstances:

- 1) When the accuracy of the personal data is questioned, for a period that allows the data controller to verify their accuracy;
- 2) Processing is illicit and the data subject objects to the deletion of their personal data, instead requesting the restriction of their use;
- 3) The data controller no longer needs the personal data for the purposes of the processing, but the data subject needs them to lodge, exercise or defend claims;
- 4) The data subject has objected to the processing, while verifying whether the data controller's legitimate interests prevail over those of the data subject.

e) **Objection:** the right to object at any time and for reasons connected with one's personal circumstances to the controller processing the personal data concerning the subject on the basis of a task in the public interest or in the exercise of public powers or in the legitimate interests of third parties, including the creation of profiles:

- 1) The processing controller will cease to process the data except where it can prove pressing reasons that prevail over the interests, rights and freedoms of the data subject, or are necessary to lodge, exercise or defend claims.
- 2) If data are processed for scientific or historical research or statistical purposes the data subject will be entitled, for reasons concerned with their personal circumstances, to object to the processing of the personal data concerning them, except where this is necessary to achieve a purpose pursued for reasons of public interest.

f) **Automated processing:** you are also entitled not to be the subject of a decision based solely on automatic processing, including the creation of profiles, which has legal consequences for you or significantly affects you in a similar way.

8. Detailed information on personal data protection in the following places:

- a) Our website (www.euskadi.eus/proteccion-datos)
- b) EU General Data Protection Regulation 2016/679
(http://www.euskadi.eus/contenidos/informacion/normativa_dpd/eu_def/adjuntos/RGPD-2016_0679_eu.pdf).
- c) The data protection and guarantee of digital rights act, Organic law 3/2018 of 5th December 2018
<https://www.boe.es/eli/es/lo/2018/12/05/3/con>

The person or persons whose data are collected can exercise these rights before the body responsible for processing (the controller).

Furthermore, the person or persons whose data are collected can approach the Data Protection Delegate before lodging a complaint against the data controller or processor, with the Basque Data Protection Agency, in accordance with the stipulations of article 37.1 of the data protection and guarantee of digital rights act, Organic law 3/2018 of 5th December 2018.