

ANNEX I. Model form to be completed by the informant

Data of the informant:		Name and Surname:	
Telephone:			
Email:			
Date of report:			
Description of the complaint		Describe the nature of the complaint, who are the persons involved, which areas of AIR INSTITUTE are affected, the means used to carry out the action and any other information you consider relevant.	
Approximate date of the events being reported		Does it affect the third parties related to AIR INSTITUTE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does it have an economic impact?		<input type="checkbox"/> Yes <input type="checkbox"/> No	An approximate amount of the economic impact (in euros)
Attached documents:		Please provide the documentation you consider to support the claim you have made. Upload file	

AIR INSTITUTE informs you that the personal data you provide us with in this registration form will be processed by AIR INSTITUTE as the party responsible for this website.

Purpose of the collection and processing of personal data: To manage this request through the reports channel and carry out the necessary procedures to follow up on this report and take action.

Legitimation: Consent of the interested party and legitimate interest.

Storage periods: When the reason for the request ends, AIR INSTITUTE will keep your personal data withheld for the periods of time required by law or for claims. Once the legal limitation periods have expired, we will destroy your data.

Rights: You may exercise your rights of access, rectification, restriction and deletion of data at info@air-institute.com as well as the right to lodge a claim with a supervisory authority.

Additional information: You can access further and detailed information on Data Protection in the privacy policy, or if you wish, you can contact us by post at the following address: Av. Santiago Madrigal, 37003 Salamanca or by email (canaldedenuncias@air-institute.com).