



Privacy Policy

In compliance with Organic Law 15/1999 on the protection of personal data and European Community Law 34/2002 on Information Society services it is hereby **Informed** that any personal data that you may provide, including your e-mail address, and that are necessary for the formalization / request of services, rendering of services contracted and the appropriate management of the contractual relationship as well as the administrative development of all activities carried out by **PROFESSIONAL BOOKKEEPING SERVICES S.L.** (hereafter PBS), will be incorporated in an automated file of which PBS is the responsible titleholder and which is duly registered in the General Register of Data Protection.

Upon voluntary remission to PBS by the interested party of his/her personal data and e-mail address, the latter expressly authorizes the utilization of such data for the effects of periodical communications, expressly including those carried out via e-mail, that PBS carries out or may carry out with its clients and possible interested parties informing them of any offer of services related to the activity it carries out. Under no circumstances will such data be provided to third party companies or personas.

In relation to his/her data, the interested party may exercise the rights of access, rectification, cancellation and opposition by sending an e-mail to the following e-mail address: lopd@pbs.es and requesting, as may be applicable: (I) that his/her personal data figuring in the files of PBS be sent to him/her via the same means for the effects of consultation or possible rectification, or otherwise (II) that the authorization for the reception of communications be cancelled and/or revoked, PBS being obliged to notify of the effective rectification and/or cancellation of the personal data in its file.

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