

EXERCISE THE RIGHT OF ACCESS

CONTROLLER DATA

Name/Company: _____, Address of the Office or Service
where the right of Erasure is exercised: Street: _____, Number: _____,
Postal Code: _____, City: _____, Province: _____, Country: _____.

INTERESTED PARTY DATA/LEGAL REPRESENTATIVE DATA

Name: _____
Address: _____
Identification Number: _____, E-mail: _____

By means of this document, I exercise my Right of Access, in accordance with the provisions of Article 15 of the Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the Protection of Natural Persons with regard to the processing of personal data and on the free movement of such data.

REQUEST

That my right of Access be provided to me, free of charge, by that Controller, within a month from the receipt of this request, and that the following information is sent to me to the above Address (*Select the type of information you want to be sent*):

- × A copy of my personal data, which are subject to Treatment by the Controller
- × The purposes of the Treatment, as well as the categories of the personal data that are treated
- × The recipients of categories of recipients to whom my personal data have been communicated or will be communicated, including, where appropriate, recipients in third parties or international organizations
- × Information about the adequate guarantees, regarding the transfer of my data to a third country or an international organization, where appropriate
- × The expected conservation period, or if this is not possible, the criteria for determining this period
- × If there are automated decisions, including profiling, significant information about the logic applied, as well as the importance and expected consequences of said treatment
- × If my personal data has not been obtained directly from me, the available information about its origin
- × The existence of the right to request the rectification, erasure or limitation of the processing of my personal data, or to oppose to said treatment
- × The right to file a claim with a supervisory authority

In: _____, Date: _____

Signed by: _____

INSTRUCTIONS

1.- It will be necessary to provide a photocopy of the D.N.I. or equivalent document that proves the identity and is considered valid in law, in those cases in which the person in charge has doubts about her identity. In the event of acting through legal representation, a DNI and document accrediting the legal representative's representation must also be provided.

2.- The exercise of the right of access may be considered repetitive on more than one occasion during the period of six months, unless there is legitimate cause for it.

3.- The Spanish Agency for Data Protection does not have your personal data and can only provide the contact details of the Data Protection Delegates of the entities obliged to designate one that have communicated their appointment to the Agency. You can also provide these contact details regarding those entities that have voluntarily designated a Delegate and have communicated it.

4.- The owner of the personal data subject to treatment must go directly to the public or private body, company or professional that they presume or are certain that possess his or her data.

5.- In order for the Spanish Data Protection Agency to process your claim in the event that your request to exercise the right of access has not been met, it is necessary that one month has elapsed since the submission of the request for which the right of Access is exercised, and that one of the following documents be provided, together with the document that, if applicable, has been received from the data controller:

- × Copy of the access request model stamped by the data controller.
- × Copy of the access request form stamped by the post office or copy of the receipt of the shipment by certified mail.
- × Any other means of proof provided by the data controller and from which receipt of the request can be deduced.

6.- This right of access is independent of the right of access to public information that regulates Law 19/2013, of December 9, on transparency, access to public information and good governance Law of Transparency, Access to Public Information and Good Government. It is also independent of the right of access to documentation in an administrative procedure when the status of interested party is held, regulated by Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations. Access to medical records is regulated by Law 41/2002, of November 14, basic regulation of patient autonomy and rights and obligations in terms of information and clinical documentation, although the Spanish Data Protection Agency is competent to deal with this access in case that once exercised, the answer is not satisfactory for the citizen, or has not been answered. In addition, this Law allows access to the clinical history of deceased patients to people related to him, for family reasons or in fact, unless the deceased had expressly prohibited it and it is proven