

EXERCISE OF RIGHT OF ACCESS

DETAILS OF THE DATA CONTROLLER.

Name / Company Name..... Address of the Office / Service on
which the right of access is exercised: C/Plaza
..... n° Postcode
Town/City Province Autonomous Community
.....

DETAILS OF THE DATA SUBJECT OR LEGAL REPRESENTATIVE.

Mr./Ms., of legal age, residing
at C/Plaza
.....
..... n°, Town/City
..... Province Postcode Autonomous
Community with ID card (DNI)....., and email.....
hereby exercises the right of access pursuant to Article 15 of Regulation (EU) 2016/679, General
Data Protection Regulation (GDPR).

I REQUEST

That the right of access is freely given by the data controller within one month of receipt of this
request and that the following information is sent to the abovementioned address:

- A copy of my personal details that have been processed by this controller.
- The purposes of the processing as well as the types of personal details that are processed.
- The recipients or types of recipients that have been, or will be, sent my personal details
including, where applicable, recipients in third parties or international organisations.
- Information about the appropriate guarantees relating to the transfer of my data to a third
country or international organisation, where applicable.
- The established retention period or, if this is not possible, the criteria for deciding this
period.
- If there are automated decisions, including the creation of profiles, relevant information
about the logic applied, as well as the importance and consequences of said processing.
- If my personal details have not been obtained directly from me, the information available
about their origin.
- That I have the right to request the rectification, erasure or restriction of the processing of
my personal details, or to object to said processing.
- The right to lodge a complaint with a supervisory authority.

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Signed

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INSTRUCTIONS

1. They will need to provide a photocopy of their National ID card (DNI) or equivalent legally valid ID document in case the data controller has doubts about their identity. If acting through a legal representative, they will also need to provide a copy of their National ID card (DNI) and documents accrediting their role as representative.
2. The right of access may not be exercised in intervals of less than 12 months unless there is a duly justified legitimate interest.
3. The Spanish Data Protection Agency does not hold their personal details and can only provide the contact details of the Data Protection Officers of the companies that were obligated to appoint one and have notified the Agency of said appointment. It can also provide the contact details given by companies that have voluntarily appointed an Officer and notified the Agency of this.
4. The individual whose personal details are being processed must contact the public or private body, company or professional that it believes or knows possesses its details directly.
5. In order for the Spanish Data Protection Agency to process your complaint if your request to exercise your right of access has not been honoured, at least one month must have passed since submitting said request to exercise your right of access and, together with the response you have received from the data controller where applicable, one of the following documents must be provided:
 - copy of the right of access request form stamped by the data controller.
 - copy of the right of access request form stamped by the post office or copy of proof of posting by certified post.
 - any other form of proof provided by the data controller that indicates they have received their request.
6. This right of access is independent of the right of access to public information regulated by Law 19/2013, of 9 December, on transparency, access to public information and good governance. Law on Transparency, Access to Public Information and Good Governance. It is also independent of the right of access to documentation in an administrative procedure when it holds the status of interested party, regulated by Law 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administration Authorities. Access to medical records is regulated by Law 41/2002, of 14 November, regulating patient autonomy and rights and duties regarding medical information and documentation. However, the Spanish Data Protection Agency is responsible for granting access in the event that, once exercised, the citizen does not find the response satisfactory or a response has not been sent. Additionally, this Law allows access to the medical records of deceased patients linked to the interested party, for family or de facto reasons, unless expressly forbidden by the deceased and as long as this can be proven.