

EXERCISE OF THE RIGHT OF ACCESS

DATA OF THE PERSON IN CHARGE OF THE TREATMENT.

Name / Company name Office / Service address
to which the right of access is exercised : Street
..... n°..... Zip/Postal Code City
..... Province..... City

DATA OF THE AFFECTED PERSON OR LEGAL REPRESENTATIVE.

Mr./Mrs....., of legal age, with
domiciled at Street no

City Province C.P.
Autonomous Community with D.N.I., with mail
electronic.....by means of this letter exercises the right of access, in accordance
with the provisions of Article 15 of EU Regulation 2016/679, General Data Protection
Regulation (GDPR).

REQUEST

That the right of access be provided free of charge by that person responsible within
one month of receipt of this request, and that the following information be sent to the
address indicated above:

- Copy of my personal data that are processed by that data controller.
- The purposes of the processing as well as the categories of personal data to be processed.
- The recipients or categories of recipients to whom my personal data has been or will be disclosed, including, where applicable, recipients in third parties or international organisations.
- Information on appropriate safeguards regarding the transfer of my data to a third country or an international organization, if applicable.
- The expected retention period, or if this is not possible, the criteria for determining this period.
- If there are automated decisions, including profiling, meaningful information about the logic applied and the significance and intended consequences of such processing.
- If my personal data has not been obtained directly from me, the information available about its origin.
- The existence of the right to request the rectification, deletion or limitation of the processing of my personal data, or to oppose such processing.
- The right to lodge a complaint with a supervisory authority.

Ata.....de.....de 20.....

Signed

INSTRUCTIONS

1. It will be necessary to provide a photocopy of the ID card or equivalent document that proves the identity and is considered valid in law, in those cases in which the person responsible has doubts about his identity. In the event of acting through legal representation, the ID card and document accrediting the representation of the representative must also be provided.

2. Exercising the right of access on more than one occasion during the six-month period may be considered repetitive, unless there is legitimate cause to do so.

3. The Spanish Data Protection Agency does not have your personal data and can only provide the contact details of the Data Protection Officers of the entities obliged to appoint one who have notified their appointment to the Agency. It can also provide these contact details for those entities that have voluntarily appointed a Delegate and have communicated it.

4. The owner of the personal data undergoing processing must contact directly the public or private body, company or professional of which he/she presumes or is certain that he/she holds the data.

5. In order for the Spanish Data Protection Agency to process your complaint in the event that your request to exercise your right of access has not been answered, it is necessary that one month has passed since the presentation of the request by which the right of access is exercised, and that one of the following documents is provided, together with the letter that you may have received from the data controller:

- a copy of the access request form stamped by the data controller.
- a copy of the application form stamped by the post office or a copy of the receipt for sending it by registered mail.
- any other means of proof provided by the controller from which receipt of the request can be deduced.

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 holding the status of interested party, regulated by Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations. Access to medical records is regulated by Law 41/2002, of 14 November, the basic law regulating patient autonomy and rights and obligations regarding clinical information and documentation, although the AEPD is competent to deal with this access in the event that once exercised, the response is not satisfactory for the citizen, or has not been responded to. In addition, this Law allows access to the clinical history of deceased patients to persons related to the patient, for family or de facto reasons, unless the deceased had expressly prohibited it and this is accredited.