

## EXERCISE OF THE RIGHT OF ACCESS

### DATA OF THE RESPONSIBLE FOR THE TREATMENT

Name / company name: ..... Address  
of the Office / Service before which the right of access is exercised:  
C/Square ..... Number  
..... Post Code ..... City ..... Province  
..... Autonomous community .....

### DATA OF THE AFFECTED PARTY OR LEGAL REPRESENTATIVE

Mr./ ..... Ms. ....  
....., of legal age, domiciled at  
C/Square .....  
Number....., City ..... Province  
..... Post Code ..... Autonomous Community  
..... with Driver's Licence ....., with  
e-mail ..... by means of this document, you exercise your right of  
access, in accordance with the provisions of article 15 of EU Regulation  
2016/679, General Data Protection (GDPR).



## REQUEST

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

- Copy of my personal data that is subject to treatment by that person in charge.
- The purposes of the treatment as well as the categories of personal data that are treated.
- The recipients or categories of recipients to whom my personal data have been communicated, or will be communicated, including, where appropriate, recipients in third parties or international organisations.
- Information on the appropriate guarantees regarding the transfer of my data to a third country or an international organisation, 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, deletion or limitation of the processing of my personal data, or to oppose said processing.



- The right to file a claim with a supervisory authority.

It is recommended that you accompany this form with a document detailing all the information that allows you to identify the object of your claim.

In ..... at ..... from ..... of 20.....

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**Signed**

## **INSTRUCTIONS**

- 1.** The applicant must be sufficiently identified in the application, which must be signed. If the request is made by a third party, the representation granted for it must be duly accredited. You should know that, when the data controller has reasonable doubts regarding the identity of the natural person making the request, he may request that the additional information necessary to confirm his identity be provided.
- 2.** The exercise of the right of access on more than one occasion may be considered repetitive for a 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 has



communicated their appointment to the Agency. You can also provide these contact details regarding those entities that have designated a Delegate voluntarily and have communicated it.

**4.** The owner of the personal data that is the object of treatment must go directly to the public or private body, company or professional that they presume or are certain that they possess their 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. right of access, 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 form 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 regulated by Law 19/2013, of December 9, on transparency, access to public information and good governance Law on 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 an 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, which regulates basic patient autonomy and rights and obligations in terms of information and clinical documentation, although the AEPD 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 them, for family reasons or in fact, unless the deceased had expressly prohibited it and it is proven.