

EXERCISING THE RIGHT OF ACCESS

Request for information about the personal data held in a file¹.

DATA OF THE DATA CONTROLLER FOR THE FILE AND/OR PROCESSING THE INFORMATION

Name:..... Address
of Access Office: Street
no.....Postcode.....Place:..... Province:.....

(Note: If you do not know the address of the data controller for the file, you may call the Data Protection Agency to request this information, on 91 3996200 between 9.00 am and 2.00 pm, Monday to Friday. (THE APD (DATA PROTECTION AGENCY) DOES NOT HAVE THE DATA CONTAINED IN THE FILE, ONLY THE ADDRESS OF THE DATA CONTROLLER).

APPLICANT'S DATA

Mr/ Mrs, of full legal age, with address for this purpose at Street no....., Place..... Province Postcode holder of D.N.I (Identity Card No.), a photocopy of which is attached, by means of this letter, expresses his/her wish to exercise the right of access, in accordance with article 15 of Organic Law 15/1999 and articles 12 and 13 of Royal Decree 1332/94.

REQUESTS.- 1.- To be given, at no charge, access to his/her files within one month as from the reception of this request, and understands that, if no reply is made to said request for access within that time, it will be understood to have been denied. In this case the appropriate claim will be made to the Data Protection Agency, in order to initiate the procedure for the protection of rights, by virtue of article 18 of the Organic Law and article 17 of the Royal Decree.

2.- That, if the request for the right of access is granted, the information be sent by post to the above address, within ten days of the decision granting the request for access.

3.- That this information shall consist of the basic data, in a legible and intelligible form, which are held about me in your file, and any data resulting from any preparation, process or processing, as well as the origin of the data, any transferees, and the specific uses and purposes for which the data were stored.

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¹ The rights are exercised against the data controller: a Public or Private body, company, professional or private person, which or who holds the data.