

**EXERCISING ACCESS RIGHTS**

Request for information regarding personal data included in a file<sup>1</sup>.

**DATA REGARDING THE ENTITY IN CHARGE OF FILE OR PROCESSING**

Name:.....

Address of Access Office:.....(Street and Nr.)

Post Code.....Town:.....Province/Country:.....

(Note: If the address of the entity in charge of the file is unknown, it can be requested from the Data Protection Agency at (0034) 91 3996200 between 9 am and 2 pm from Monday to Friday. THE DPA DOES NOT HAVE ACCESS TO THE FILE CONTENTS, BUT ONLY THE ADDRESS OF THE ENTITY IN CHARGE OF THE FILE).

**APPLICANT'S DATA**

Mr/Mrs/Miss/Ms ....., being over 18, residing at nr and street..... town..... Province ..... Postcode ..... Passport/ID card nr....., of which a photocopy is attached, through this application expresses the wish to exercise his/her access right, in compliance with article 15 of the Organic Law 15/1999, and articles 12 and 13 of the Royal Decree 1332/94.

**REQUESTS . -**

1. - To be allowed free access to the files within a maximum delay of one month counting from the receipt of this application, understanding that if this time limit is exceeded without this application having been answered, then it has been denied. In this case, the appropriate complaint can be made to the Data Protection Agency in order to initiate the rights protection procedure, by virtue of articles 18 of the Organic Law and 17 of the Royal Decree.
- 2.- Should the access rights application be considered, the information will be sent by post to the address given above within ten days of the access application settlement being accepted.
- 3.- That this information includes, in a legible and intelligible form, the basic data which is included in the files regarding myself, and the resulting from any elaboration, process or processing, as well as the origin of the data, the grantees and the specification of the precise uses and ends for which this data was stored.

Signed in .....on.....of..... 200...

<sup>1</sup> The rights are exercised before the entity in charge of the file: Public or Private Organism, company, professional or individual, who holds the data.