

A. RIGHT TO ACCESS.

A.3. INSTRUCTIONS TO FILL IN THE FORMS RELATED TO THE RIGHT TO ACCESS

1. You need to attach a photocopy of your DNI (national identity document) or equivalent as proof of your identity and for it to be considered valid in law, so that the file manager can carry out the necessary checks. When you are acting through a legal representative, the representative's DNI and a document that proves their legal representation must also be submitted.

2. The right to access may not be carried out in intervals of less than 12 months, except when there is a duly justified legitimate interest.

3. The Spanish Data Protection Agency does not hold your personal data and may only provide, wherever possible, the address of the registered file managers. The owner of the personal data whose data has been processed must directly contact the public or private body, company or self-employed person that they believe or know to hold their data.

4. So that the Spanish Data Protection Agency may start the protection of the affected party's rights, it is necessary for a month to have passed from the submission of the application to exercise their right to access, without having received any reply, and providing, together with the document that the file manager has created (wherever applicable), one of the following documents:

- . • the refusal of the file manager to provide the requested information.
- . • a copy of the access request form stamped by the file manager.
- . • a copy of the certified postage receipt or a copy of the application with the stamp of the post office.
- . • any other means of proof provided by the file manager and documents from which one can assume that the application was received.