

## FORM FOR EXERCISING THE RIGHT OF ACCESS

### INFORMATION ABOUT THE PERSON RESPONSIBLE FOR THE FILE OR PROCESSING:

Name: **TICBIOMED, TECNOLOGÍAS DE LA INFORMACIÓN DE LA REGIÓN DE MURCIA**

Address of the access office: **EDIFICIO CEEIM, CAMPUS UNIVERSITARIO DE ESPINARDO, 7, 30100, ESPINARDO, MURCIA.**

### REQUESTER'S INFORMATION:

Mr./Mrs. ...., of legal age, residing at No. ....

..... St., Postal Code..... City/Town..... Province.....

holder of National ID No....., a copy of which is attached.

### DECLARES:

That by means this written document he/she expresses his/her desire to exercise his/her right to access, pursuant to article 15 of Organic Law 15/1999 and articles 12 and 13 of Royal Decree 1332/94.

### REQUESTS:

1. That free access to his/her files be provided a within a maximum period of one month counting from the time this request is received, and it will be considered denied if this term expires without said request being answered expressly.
2. That if the request for right of access were granted, the information shall be sent by mail to the address above within a period of ten days to be counted from the estimated resolution of the request for access.
3. That this information should legibly and intelligibly include the basic information about my person which is contained in the files, as well as the results of any elaboration, process or handling, as well as the origin of the information, the assignees and the specification of the concrete uses and purposes for which they were stored.

In \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ 20\_\_

**Signed:**

**INSTRUCTIONS:**

1. A photocopy of the ID card or any other means of personal identification which is considered legally valid must be attached, so that the person responsible for the file may verify it in a timely manner. If acting through a legal representative (minor or disabled), documentation proving legal representation must be provided, in addition to a photocopy of the National ID Card.
2. The domicile for notifications, date and signature of the interested party are also necessary.
3. The right of access may not be exercised within periods of less than 12 months, except where there is duly justified and legitimate interest.