## ANNEX 2

## *Model for exercising the right of access*

**Request for access to personal data**

***Details of the applicant***

Name and surname: ...............

ID No.: ...............

Name and surname of the representative: ...............

Full address for the purpose of notification: ...............

***Identification of the file or files***

Name *(optional)*: ...............

Data controller: ...............

**I REQUEST:**

That, in accordance with the provisions of article 15 of Organic Law 15/1999, of 13 December, on the protection of personal data, and articles 23 to 30 of its implementing Regulation, approved by Royal Decree 1720/2007 of 21 December, you hereby inform me of my personal data that is being processed by this school and the other points referred to in article 15, by means of *(mark chosen option)*:

|  |  |
| --- | --- |
|  | Visualisation on screen |
|  |  |
|  | Written |
|  |  |
|  | Photocopy |
|  |  |
|  | Email |
|  |  |
|  | Other: ............... |

***Accompanying documents (tick applicable):***

|  |  |
| --- | --- |
|  | Copy of ID or passport |
|  |  |
|  | Document accrediting the representative |
|  |  |
|  | Other document: ............... |

*(signature of the applicant)*

*(place and date)*

SCHOOL *(school to which it is addressed)...............*