**ATT. Data Protection Delegate**

**ACS, ACTIVIDADES DE CONSTRUCCIÓN Y SERVICIOS, S.A.**

Avda. de Pío XII, 102, 28036, Madrid, Spain

TAX ID number A28004885

RE: PD Right to ACCESS request

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of legal age, [Choose an item from this drop-down list] of ACS, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street, Zip Code \_\_\_\_\_\_\_\_, with DNI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is accompanied by a photocopy, by means of this letter I hereby request to exercise my right to access, in accordance with **Article 15 of Regulation 2016/679 of the European Parliament and of the Council, on the protection of individuals with regard to the processing of personal data and the free circulation of such data.**

**I HEREBY REQUEST:**

1) That I be provided with the right to access my personal data free of charge within a maximum period of **one month** from the receipt of this request.

2) That, if the request for the right to access is granted, I will be provided with a copy of my personal data subject to processing by mail to the address indicated above.

3) That I am provided with the following information in relation to the processing of my data, in a legible and clear manner:

1. The purposes of the processing, as well as the categories of personal information involved.
2. The recipients or categories of recipients who have received my personal data, or shall be communicated, including, as required, recipients in third parties or international organizations.
3. Information on adequate guarantees regarding the transfer of my data to a third country or to an international organization, where appropriate.
4. The expected retention period, or if not possible, the criteria to determine this period.
5. If there are automated decisions, including profiling, significant information on the applied logic, as well as the importance and expected consequences of said processing.
6. If my personal data has not been obtained directly from me, the information available about its origin.
7. Any other information that must be provided to me in accordance with applicable regulations.

4) That in the event that ACS deems that my application is not approved, it should be communicated to me so that I may take the necessary actions, where appropriate, with the competent Controlling Authority.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, \_\_\_\_\_\_.

 Signed: