

## Access

### Details of the Data Controller

- **Company Name:** .....
- **Address:** .....

The user can find out who the Data Controller is for:

- The Ona Vacation Club group of companies by clicking [here](#).
- Ona Vacation Club as manager by clicking [here](#).

### Applicant's details

Mr/Ms ....., of legal age, with address at ..... no. ...., Town ..... Province ..... Postcode ..... holder of ID Card (DNI) ....., of which a photocopy is attached, hereby expresses their wish to exercise their right to access, in accordance with Article 15 of Regulation (EU) 679/2016 of 27 April on the protection of individuals with regard to the processing of personal data and on the free movement of such data, as well as Article 13 of Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD).

### Requests

1. To receive confirmation from the Data Controller that personal data concerning them are being processed.
2. To provide them with access to the files within a **maximum period of one month** from receipt of this request, with it being understood that if this period elapses without an express response to the aforementioned request for access, it will be understood to have been denied. In this case, a complaint may be lodged with the Spanish Data Protection Agency.
3. This information should include, in a legible and understandable form, the data on the person contained in their records, such as:
  - a. The purposes of the processing;
  - b. The categories of personal data;
  - c. The recipients or categories of recipients to whom the personal data are or will be disclosed.
  - d. The intended period of retention of the personal data or, if this is not possible, the criteria used to determine this period.
  - e. The existence of automated decisions, including profiling.
  - f. whether personal data have been transferred to a third country or to an international organisation or are intended to be transferred.

In ....., on .....