

Notes for filling the form

- For the exercise of these rights you are entitled to:
 - Address to the Information and Attention to Users Services located at the centres of Servicio Aragonés de Salud, where you will be informed and guided on the type of right and requirements requested, will give you the corresponding form and will manage your request.
 - You can also download the request form at <https://www.saludinforma.es> and deliver it in-person at the Information and Attention to Users Services of Servicio Aragonés de Salud, or through any other means available according to the Law 39/2015 October 1st, of The Common Administrative Procedure of the Public Administrations
- The following data is required: name, surname, copy of the National Document or electronic certificate (electronic signature) or any other personal identification valid in law, family book, address in terms of notifications, date, and signature of the requesting party (parents/legal authorities). The same data is required referred to the legal representative in case that the minor is disabled. In addition, in this case, they must present the documentation that accredits the legal representation.
- In case of separated or divorced parents, the CUSTODY or the FAMILIAR AUTHORITY assignation must be recognized and provide the regulatory agreement or other certifying documentation.
- This form may be submitted, without the need of representation, by emancipated minors over 16 years of age who are subject to the common civil law regime, and minors over 14 years' old with Aragonese civil residence in accordance with the provisions of the Code of Foral Law of Aragon (the latter with the assistance, where appropriate, of one of their parents who is in the exercise of family authority or, failing that, of the guardian).
- Clearly describe the scope of your request and the documents in your clinical history upon which the right of access is requested
- Indicate the Right to exercise:
 - **Right of Rectification:** the requesting party shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
 - **Right of erasure:** The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the grounds in art. 17 GDPR applies.
 - **Right to object:** The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.
 - **Right to restriction of processing:** The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies: the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data; the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead; the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
 - **Right to data portability:** The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies: the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data; the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead; the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
- In case of inaccurate or incomplete personal data, it will be required to provide copy of the certifying documents to the controller. No documentation will be required if the rectification or cancellation of data depends exclusively from the consent of the data subject,
- The data controller will communicate any rectification or erasure of personal data or limitation of data carried out according to art 16, art 17, paragraph 1, and art 18, to each of the recipients whom the personal data has been communicated, unless it is impossible or request a disproportionate effort. The controller shall inform the applicant about those recipients, if requested so.
- In the case of access to the clinical history of a deceased person, the family relationship with the deceased must be indicated and provide ID and family book, if applicable, or other supporting documentation. Likewise, the applicant DECLARES with his signature that he has the right of access to the data contained in the medical history of the deceased patient, without being any legal impediment to exercise this right (art 18.4 of Law 41/2002).

Requirements and content of the report

- The data controller shall provide to the applicant with the information related to his acts based on the request of access in a period of one month from the request reception, according to art 12.3 of GDPR, with a maximum of 2 other months in cases foreseen on the Regulation.
- When the interested party submits the request by electronic means, the information will be provided in an electronic format of common use, unless he requests to be provided otherwise.
- If the data controller does not act on the applicant request, he will inform the applicant without delay at the latest after one month of the request reception, of the reasons of failure to act and the applicant's option of claiming with a supervisory authority and take legal actions.
- The data provided upon the request of rectification, erasure and object will be free of charge. When the request is manifestly unfounded or excessive, especially if repetitive, the data controller may:
 - a) charge a reasonable fee based on the administrative costs faced to facilitate the information or the communication or perform the requested action, or
 - b) refuse to act upon the request
- The controller can ask for additional information to confirm the identity of the interested party when there are doubts about the identity of the natural person applicant.
 - The right to obtain a copy of the personal data requested will not negatively affect the rights and freedoms of others.

Claims (Rights custody)

Without prejudice to the administrative or extrajudicial remedies available, including the right to claim to a supervisory authority under article 77 of the GDPR, all interested parties will have the right to effective judicial protection when they consider that their rights under GDPR law have been violated as a result of their personal data processing.

Basic information about data protection in accordance of the information duty in GDPR 2016/679

Controller: Servicio Aragonés de Salud.

Purpose: Healthcare Information Systems of Servicio Aragonés de Salud (HCE, HCDSNS, eHDSI PS, eReceta, eHDSI eP/eD...).

Legislation: Law 41/2002 of autonomy of the Patient, LOPDGDD, GDPR.

Recipients: Will not be given to third parties, except for legal obligation.

Rights: Access, rectification, erasure of data, object, restriction and data portability and other rights, as described on the additional information.

Additional Information: Additional and more detailed information about data protection can be found on our website:

<https://www.aragon.es/-/proteccion-de-datos-1>

<https://www.mscls.gob.es/profesionales/eupin/pintranslations.htm>