



LUCAN EDUCATE TOGETHER
DATA REQUEST ACCESS FORM

Date Issued to Data Subject:

Access Request Form: Request for a copy of Personal Data under the Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Important: **Proof of Identity must accompany this Access Request Form (e.g. official / State photographic identity document such as driver's licence, passport)**

A fee of €6.35 must accompany this Access Request Form if it is a Section 4 Data Access Request together with proof of identity (e.g. official / State photographic identity document such as driver's licence, passport).

Full Name:	
Maiden Name (if name used during your school duration):	
Address:	
Contact Number: *	Email addresses:*

* We may need to contact you to discuss your access request.

Please tick the box which applies to you:

Student: <input type="radio"/>	Parent / Guardian of Student: <input type="radio"/>	Former Student: <input type="radio"/>	Current Staff: <input type="radio"/>	Former Staff: <input type="radio"/>
Age: Year Group / Class:	Name of Student:	Insert Year of Leaving:		Insert Years From / To:

Section 3 Data Access Request:

I,[insert name] wish to be informed whether or not Lucan Educate Together NS holds personal data about me / my child and to be provided with a description of this data and to be informed of the purpose for holding such data. I am making this access request under **Section 3** of the Data Protection Acts.

OR

Section 4 Data Access Request:

I,[insert name] wish to make an access request for a copy of any personal data that Lucan Educate Together NS holds about me / my child. I am making this access request under **Section 4** of the Data Protection Acts.

Section 4 Data Access Request only: I attach €6.35

Any other information relevant to your access request (e.g. if requesting images / recordings made by CCTV, please state the date, time and location of the images / recordings (otherwise it may be very difficult or impossible for the school to locate the data).

Signed:

Date:

Checklist: Have you?

1. Completed the Access Request Form in full?
2. Included a cheque or postal order made payable to in the amount of €6.35 where a Section 4 request is made? (Please do not send us €6.35 if you are making a request under Section 3. There is no administration charge for a section 3 request, and if you send us a cheque, it will be returned to you.
3. Signed and dated the Access Request Form?
4. Included a photocopy of official / State photographic identity document (driver's licence, passport etc.) *

Note to school: the school should satisfy itself as to the identity of the individual and make a note in the school records that identity has been provided, but the school should not retain a copy of the identity document.