**Personal Data Access Request Form**

**1 Your details**

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| **Surname** | Click or tap here to enter text. |
| **First Name(s)** | Click or tap here to enter text. |
| **Previously known as (if applicable)** | Click or tap here to enter text. |
| **Current address** | Click or tap here to enter text. |
| **Prior address** | Click or tap here to enter text. |
| **Contact phone no** | Click or tap here to enter text. |
| **Contact email address** | Click or tap here to enter text. |

**2 Your relationship with Setanta College**

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| **Please describe, in as much detail as possible and where known, the nature of your relationship with the college.** *Relevant points may be:* * *Whether you are, or were, a member of staff or a student of the college;*
* *Staff or student ID number (if applicable);*
* *Unit you worked in or the department where you studied:*
* *If you are neither a current nor a former member of staff or student of the college please indicate the nature of your relationship with Setanta College.*
* *Beginning and end dates of your relationship with the college.*
 |
| Click or tap here to enter text. |

**3 Details of personal data requested**

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| **Please describe, in as much detail as you can, the nature of the personal data requested. It is not sufficient to ask for ’everything about me’. If your request is too broad or unclear, we may need to ask you to be more specific.** *Possible points to consider are:* * *Description of the likely personal data held;*
* *Likely location where the records may be held;*
* *Any identifying references numbers, codes etc.;*
* *Likely dates of when the personal data was created within the college.*
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| Click or tap here to enter text. |

**4 Identification**

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| **In order to process your application in accordance with best practice and the college’s own internal procedures it is necessary for you to provide proof of your identity. At least two forms of identification, selected from the list below, must accompany this application form.** * A recent utility bill (must be less than 6 months old at the time of application)
* Passport (page with your signature)
* Driving Licence (page with your signature)
* College Student ID Card

*Please note that copies of any two of the above items will, in the majority of cases, suffice. However, the college reserves the right to request original documents where deemed necessary by the Data Protection Office.* |

**6 Agent Details (Please complete if applicable)**

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| If you wish to appoint an agent (e.g. a family member, friend, solicitor or barrister) to act on your behalf in connection with your personal data access request please complete this section. |
| I confirm that I wish to appoint the individual named below to act on my behalf in relation to the personal data access request which is the subject of this form. |
| **Agents Name** | Click or tap here to enter text. |
| **Agents Address** | Click or tap here to enter text. |
| **Agents Contact Phone No.** | Click or tap here to enter text. |
| **Agents Email Address** | Click or tap here to enter text. |
| **Relationship of agent to me** | Click or tap here to enter text. |

**7 Declaration**

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| I confirm that I am the data subject named in section 1 above. In accordance with the Irish Data Protection Acts of 1988 and 2003 I request a copy of the personal data held on me by Setanta College. I also confirm that the details set out by me on this application form are, to the best of my knowledge, true and accurate. |
| **Signed** |  |
| **Date** |  |

**Post Completed Application Form (with ID) to:**

Data Protection Office

Setanta College

Thurles Enterprise Cent

Jimmy Doyle rd.

Thurles

Tipperary

**7 (Office use only)**

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| **Request ref no.** | Click or tap here to enter text. |
| **Date request received** | Click or tap here to enter text. |
| **Proof of Identity provided** | Click or tap here to enter text. |
| **Payment provided** | Click or tap here to enter text. |
| **Any other relevant comments** | Click or tap here to enter text. |