***Appendix D***

Data Access Request Form

***Scoil Bhríde Nurney County Kildare***

***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 (eg. 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 (eg. 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 🞏 | Parent/Guardian of student 🞏 | Former Student 🞏 | Current Staff🞏 | Former Staff🞏 |
| 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 *Scoil Bhríde* 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 *Scoil Bhríde* 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/ETB 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 *<name of school>* 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/ETB**: the school/ETB should satisfy itself as to the identity of the individual and make a note in the school/ETB records that identity has been provided, but the school/ETB should not retain a copy of the identity document.

Please return this form to the relevant address:

**The Chairperson**

**Board of Management**

**Scoil Bhríde**

**Nurney**

**County Kildare**