

Request to Access Personal Data Held by Cork ETB

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 <i>(if name used during your school duration)</i>	
Address	
Contact number *	Email address *

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

Please tick the box which applies to you:

Student <input type="checkbox"/>	Parent/Guardian of Student <input type="checkbox"/>	Former Student <input type="checkbox"/>	Current Staff <input type="checkbox"/>	Former Staff <input type="checkbox"/>
Age: Year Group/ Class:	Name of Student:	Insert Year of leaving:	Staff No.	Insert Years From/To:
School/ Centre	School/ Centre	School/ Centre	School/ Centre	School/ Centre

Section 3 Data Access Request:

I,[insert name] wish to be informed whether or not Cork ETB holds personal data about me/my child, 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 Cork ETB 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 enclose €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 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 Cork ETB 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/Centre:** The School/Centre should satisfy itself as to the identity of the requester and make a note in the School/Centre records that identity has been provided but should not retain a copy of the identity document.

Please return this form to: Liz Donnelly, Information Officer, Cork ETB, 21 Lavitt's Quay, Cork.