

## Data Access Request Form

### Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

Notes:

1. In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity (Copy of ID and Proof of Address)
2. Should you have any queries or require assistance in completing this form, you may contact our Data Protection Officer on tel. 074 9161600 or email [dataprotection@donegaletb.ie](mailto:dataprotection@donegaletb.ie)
3. A copy of our Privacy Statement is available in the Corporate Section > Publications, on the Donegal ETB website [www.donegaletb.ie](http://www.donegaletb.ie)

Please complete all parts of this Form in full.

#### Part 1 – Details of Data Subject (Your Details)

Name:

Full Address:

Contact Phone Number:

Email Address:

Please Indicate your preferred method of communication should we need to contact you with regard to this request  Phone  Email

#### Please Tick the box which applies to you-

Current Student/Leaner

Former Student

Age (if under 18): \_\_\_\_\_

School/Centre: \_\_\_\_\_

Parent/Guardian of Student Name of Student: \_\_\_\_\_

Current Employee  Former Employee Location: \_\_\_\_\_

Other Please specify details: \_\_\_\_\_

## Part 2 – Details of Request

- Note (A) I am seeking to-**  Access my personal data  
 Obtain data about my child (<18)

**Note (B) Previous Request:**

If you have made a data access request before please insert approximate date and details.

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**To assist us in locating the data you are requesting more efficiently, please include as many specific details as possible in relation to the data/records which you request.**

**Period of time or timelines involved** (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data):

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**Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data** (i.e. outline any specific records/correspondence which you are seeking)

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**Please indicate any particular areas/departments that you wish to be searched for your personal data.**

- School Records                       FET Centre Records  
 Human Resources (HR)    Payroll/Finance                       Corporate Services  
 Other - please specify \_\_\_\_\_

**CCTV Images**

If requesting images/recordings made by CCTV, please state the date, exact time and location of the images/recordings (otherwise it may be very difficult or impossible for Donegal ETB to locate the data).

Date	
Time	
Location of CCTV	

### Part 3 – Declaration

I declare that all the details I have provided in this Form are true and complete to the best of my knowledge.

Signature of Requester: \_\_\_\_\_

Print Name : \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed Form to the manager of your current school/centre, or by post to:

**Rosaleen Harkin**  
**Data Protection Officer**  
**Donegal ETB Administrative Offices**  
**Ard O'Donnell**  
**Letterkenny**  
**Co. Donegal**  
**F92 DP98**

Or by e-mail to: [dataprotection@donegaletb.ie](mailto:dataprotection@donegaletb.ie)

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### Part 4 – For Office Use Only

<b>Request Reference No:</b>	
<b>Date Request Received:</b>	
<b>Received by:</b>	
<b>Proof of Identity provided:</b>	
<b>Any other relevant comments:</b>	