

Data Access Request Form

DETAILS OF CONTROLLER:

Donegal Education and Training Board

Administrative Offices, Ard O'Donnell, Letterkenny, Co Donegal F92 DP98

DETAILS OF DATA SUBJECT:

I am a: ☐ Student ☐ Employee ☐ Parent ☐ Other

For other, the details are:

Full Name:

Full Address:

Eircode:

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

In order for us to verify your identity, please provide one of each of the following:

- 1. Proof of Identity:** ☐ Passport ☐ Birth Certificate ☐ Driving License

(If sending by post, please provide a Garda verified copy of identity)

- 2. Proof of Address:** ☐ Utility bill ☐ Official Correspondence

(dated within the last 6 months)

Note: Proof of the applicant's identity is required to ensure that the person making this request is acting legitimately within sections 91(3) or 92(5) of the *Data Protection Act 2018*.

Details of my request

I am seeking to; ☐ Access my personal data ☐ Rectify my personal data

☐ Erase my personal data ☐ Obtain data about my child (<18)

For access

I am requesting information relating to (e.g. personal file, emails between the following dates).

Previous request:

I have made a data access request to this Controller or Processor before, (please insert approximate date)

For rectification:

The information I believe to be incorrect and the alteration I would like made to my personal data is:

For erasure:

I wish my personal data to be erased (under section 92(3) of the Data Protection Act 2018) because I believe that;

- ☐ My data is inaccurate and not kept up to date
- ☐ My data is being processed unlawfully or unfairly
- ☐ My data is not being collected for one or more specified, explicit and legitimate purpose
- ☐ My data is being processed in manner incompatible with its purpose
- ☐ The amount of my data being processed is excessive
- ☐ My data being processed is irrelevant or inadequate
- ☐ My data is kept for longer than is necessary for the purposes of the processing
- ☐ My data is not securely held
- ☐ There is no legal basis for processing my data
- ☐ I just want to withdraw my consent and no longer have my personal data processed
- ☐ My data falls under a special category and I did not or no longer consent to it being processed
- ☐ Other

For other, more details are;

The elements of the information that I would like erased are:

I _____ (insert name here) am aware that under to section 93(4) of the Data Protection Act 2018, if it is determined by the data Controller that this request is (a) manifestly unfounded or (b) excessive in nature, having regard to the number of requests made by me to the Controller under those sections, the Controller may:

- (i) Charge a reasonable fee to the data subject in respect of the request, having regard to the administrative cost to the controller of complying with the request, or
- (ii) Refuse to act upon the request.

I am also aware that under the Data Protection Act 2018, I can expect a reply to this data request within 1 month of the date it is received by the Controller.

Signed:
Printed Name:
Date:

Please return this form to:

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

or by email to: dataprotection@donegaletb.ie

Office Use Only

Request ref no:	Date request received:
Proof of identity provided:	
Any other relevant comments:	