



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
Training Board*

Data Access Request Form

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).

Full Name	
Maiden Name (<i>if name used during your school duration</i>)	
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 *Donegal ETB* 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 *Donegal 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:

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:

Completed the Access Request Form in full?

Signed and dated the Access Request Form?

Included a photocopy of official/State photographic identity document (driver’s licence, passport etc.)*.

***Note to ETB:** the ETB should satisfy itself as to the identity of the individual and make a note in the ETB records that identity has been provided, but the ETB should not retain a copy of the identity document.

Please return this form to- Data Protection Officer, Donegal ETB Administration Offices, Ard O’Donnell, Letterkenny, Co. Donegal, F92 DP98