



**Data Access Request Form**

*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 (i.e. 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 <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 Student:	of Insert Year leaving:		Insert From/To: Years



**Section 3 Data Access Request:**

I, .....[insert name] wish to be informed whether or not <Name of School> 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 <Name of School> 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:** The school should satisfy itself as to the identity of the individual and make a note in the school 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 Principal, Limerick Educate Together Secondary School, Fernbank, North Circular Road,  
Limerick V94 W252***