



Personal Data Access Requests

**A guide for individuals who wish to access
personal information held on them
by DCU or a Campus Company**



Version Control

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Introduction

Dublin City University is committed to ensuring compliance with data protection legislation, including the right of individuals to request either a copy of the personal data held on them by the University or a description of the data held. The University's intent is to process requests in a simple, efficient and effective manner and this guidance document is intended to assist anyone who wishes to make such a request.

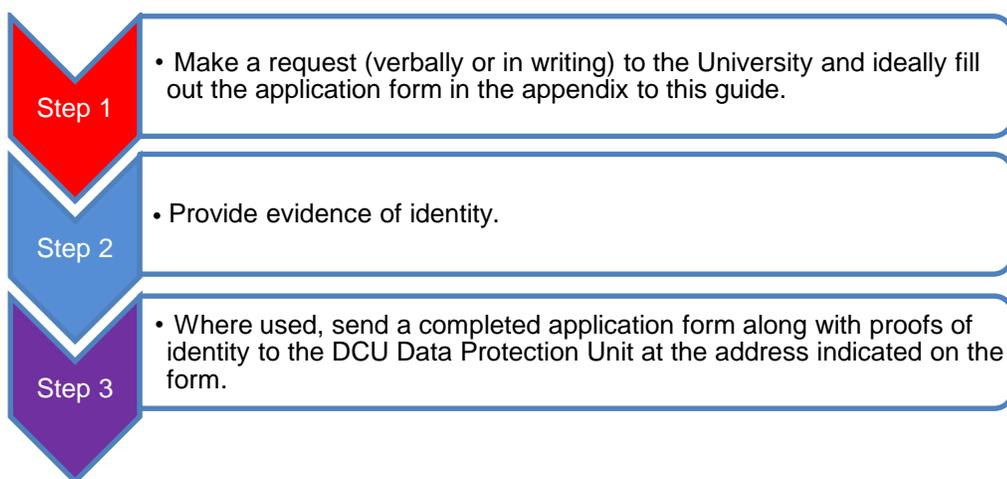
Scope

This guide is intended for use by anyone who wishes to obtain a copy of the personal data held on them by Dublin City University or by any of its wholly owned Campus Companies (collectively referred to hereinafter in this guide as the 'University'). If you believe the personal data resides within any other legal entity on campus (i.e. a non-University entity), you should contact the local entity management in the first instance.

Under data protection legislation you are entitled to a copy of your own personal data only. The personal data of other individuals will not, except in exceptional circumstances, be released when processing a personal data access request.

Personal data access requests – steps involved

The table below summarises the process for making a personal data access request.





Step 1 – Make a request (verbally or in writing)

A request for a copy of personal data can be made either verbally or in writing to any member of the University's staff.

While it is not essential, it is recommended that you use the University's *Personal Data Access Request Form* (see Appendix) when making a request. When filling out the form please provide as much detail as possible, especially in relation to section 3. An indication of the type of data requested, and its likely location, will assist the Data Protection Unit in identifying the data within the 30-day timeframe permitted for a response under the legislation.

In the majority of cases there is no fee for making a request but the University reserves the right to do so where provided for under the legislation.

Step 2 – Provide evidence of your identity

The University is committed to the safeguarding of personal data within its control. As part of its commitment the University will not intentionally release the personal data of an individual under a data access request without first of all obtaining proof of the requester's identity. Section 4 of the application form lists examples of acceptable forms of identification and all requests must provide at least two proofs of identity from the list. Do not send originals of the documents listed; photocopies of the original documents will suffice.

Step 3 – Where used, send the Application Form

Ideally and where used, completed Application Forms, along with proofs of your identity, should be posted or emailed to the following address:

Data Protection Unit
Office of the Chief Operations Officer
Room A201A Albert College
DCU Glasnevin Campus
Collins Avenue Extension
Dublin 9
D09 V209
Email: data.protection@dcu.ie
Ph. 7005118 / 7008257

On receipt of a request for a copy of personal data, and after the proof of identity provided has been verified, the Data Protection Unit will endeavour to respond to the request within the one-month period allowed under the legislation. In addition, at the start of the process, the Data Protection Unit will contact you to confirm receipt of the request and to address any further clarifications necessary in order to process your application. If it transpires that the University does not hold any personal data on you then you will be contacted and informed. Copies of the personal data access request



application form shown in the appendix to this document are available from the University's data protection webpages at the URL address below.

<http://www.dcu.ie/ocoo/dp/guides.shtml>

End.

Appendix – Personal Data Access Request Form

Section 1 – Your details (Please use block capitals throughout the form)

Surname:	
First Name(s):	
Previously known as (if applicable):	
Current address:	
Prior address (if applicable):	
Contact phone no:	
Contact email address:	

Section 2 – Your relationship with Dublin City University

<p>Please describe, in as much detail as possible and where known, the nature of your relationship with the university.</p> <p>Relevant points may be:</p> <ul style="list-style-type: none">• Whether you are, or were, a member of staff or a student of the university;• Staff or student ID number (if applicable);• DCU Unit you worked in or the department where you studied:	
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<ul style="list-style-type: none"> • If you are neither a current nor a former member of staff or student of the university please indicate the nature of your relationship with DCU. • Beginning and end dates of your relationship with the university. 	
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Section 3 – Details of personal data requested

<p>Please describe, in as much detail as you can, the nature of the personal data requested. If your request is too broad or unclear we may need to ask you to be more specific.</p> <p>Possible points to consider are:</p> <ul style="list-style-type: none"> • Description of the likely personal data held; • Likely location (i.e. the University unit) where the records may be held; • Any identifying references numbers, codes etc.; • Likely dates of when the personal data was created within the university. 	
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Section 4 – Identification

<p>In order to process your request in accordance with best practice and the University's own internal procedures it is necessary for you to provide proof of your identity. At least two copies of identification, to be selected from the list below, should accompany your request.</p> <ul style="list-style-type: none"> • Copy of a recent utility bill (must be less than 6 months old at the time of application) • Copy of any commonly used identification (e.g. Passport or a Driving Licence) • Copy of a University Staff ID Card • Copy of a University Student ID Card



Please note that copies of any two of the above items will, in the majority of cases, suffice. However, the University reserves the right to request original documents where deemed necessary by the Data Protection Unit.

Section 5 – Agent Details (Please complete if applicable)

If you wish to appoint an agent (e.g. a family member, friend, solicitor or barrister) to act on your behalf in connection with your personal data access request please complete this section.

I confirm that I wish to appoint the individual named below to act on my behalf in relation to the personal data access request which is the subject of this form.

Agents Name:	
Agents Address:	
Agents Contact Phone No.:	
Agents Email Address:	
Relationship of agent to me:	

Section 6 – Declaration

I confirm that I am the data subject named in section 1 above. In accordance with data protection legislation I request a copy of the personal data held on me by the University. I also confirm that the details set out by me on this application form are, to the best of my knowledge, true and accurate.

Signed:	
Date:	



Post or email the Completed Application Form (with ID) to:

Data Protection Unit
Office of the Chief Operations Officer
Room A201A Albert College
DCU Glasnevin Campus
Collins Avenue Extension
Dublin 9
D09 V209

Email: data.protection@dcu.ie

Office Use Only	
Request ref no.	
Date request received	
Proof of identity provided # 1	
Proof of identity provided # 2	
Any other relevant comments	

End of Appendices.