

Appendix – Personal Data Access Request Form

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

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| 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

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| <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;• 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

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.

Possible points to consider are:

- 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.

Section 4 – Identification

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.

- 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.

| | |
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| 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.