

Data Access Request Form



Request for Access to Personal Data under the (EU) General Data Protection Regulation and the Data Protection Acts, 1988 to 2018.

Please Note:

- 1. A Request in writing must be made and signed by the applicant.**
- 2. An acceptable form of Proof of identity must accompany this Data Access Request form.**
- 3. Within the terms of the General Data Protection Regulation, WWETB will respond to your request for personal data within one month. In some circumstances where requests are complex or numerous, this period may be extended by a further two months**
- 4. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.**
- 5. WWETB Privacy Statement is set out at the end of this form.**
- 6. If the application is being made through a solicitor, a signed form consenting to the release of data to solicitor is required.**
- 7. Third party requests by parent/guardian requires their identification documents.**
- 8. Please return this form within 3 working days.**

Data Access Request Form

Please complete all parts.

Part 1 – Details of Data Subject (person making request)

Contact Details (in block capitals):

Full Name: _____

Previous or other name(s) (if applicable): _____

Current Address:

Previous Address(es)

Contact Phone Number: _____

Date of Birth: ___/___/___

Employment I.D. Number (if relevant): _____

Part 2 – Details of Request

Please outline details of the data sought (for example: HR File/ Student file/ Financial data/ various forms of correspondence (e-mails)) or if you have a specific piece of information you wish to request please inform us.

Data Access Request Form

To assist us in locating the data requested, please indicate the location within WWETB in which you work/ worked or are attending/ have attended school / college, where you believe your personal data may be in existence.

Please indicate the time period for which the data being sought relates to.

Please provide any previous reference numbers relating to your contact with WWETB.

In what format would you like the documents returned to you. Please tick as appropriate:

- Post
- E-mail
- Collection (Waterford Training Centre)

Part 3 - Verification of Identity

In order for us to verify your identity, please provide the following information.

A copy of Photo ID i.e. Passport or Driving Licence and a copy of a recent Utility Bill or Government letter issued within the last six months to your current address.

Part 4 - Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of Requester _____

Return address (if different from current address)

Date _____

Data Access Request Identifier Number (Office Use Only): _____

Data Access Request Form

Please return the completed form by post to:

Data Protection Officer
Waterford and Wexford ETB
F13 The Shopping Centre
Dungarvan
Co. Waterford X35 DE93

Or by e-mail to dataprotectionofficer@wwetb.ie

Further information on Data Protection Data/Subject Access Requests can be found on the website of the Data Protection Commission – www.dataprotection.ie

Checklist

Have you:

- | | | |
|--|---|--------|
| 1. Completed the Data Access Request (DAR) form in full | - | YES/NO |
| 2. Signed and dated the Declaration on the DAR form | - | YES/NO |
| 3. Included an appropriate form of Photo ID (as noted) | - | YES/NO |
| 4. Included a copy of a recent utility bill or Government letter | - | YES/NO |
| 5. Included letter of consent to Solicitor (where applicable) | - | YES/NO |

Privacy Statement

WWETB processes all personal information in accordance with the General Data Protection Regulation and the Data Protection Acts, 1988 to 2018. Further information in relation to this is available on our website at:

<http://waterfordwexford.etb.ie/home/about-us/privacy-statement/>