

Data Access Request Form

Details of the Controller:

Louth and Meath Education and Training Board
Abbey Road
Navan
Co. Meath
C15 N67E

Details of data subject:

I am a;

- Student
- Employee
- Other

For other, the details are;

My Full Name:

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My Address:

My Contact Number:

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My Email Address:

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For the purpose of proving my identity, I attach a Garda verified copy of one of the following:

- Passport
- Birth Certificate
- Driving Licence
- Utility bill dated with 6 months

Details of my request:

I am seeking to;

- Access my personal data
- Rectify my personal data
- Erase my personal data

For Access

Example: I am requesting information relating to (e.g. my personal file, emails between 'A' and 'B' between 1/01/18 and 1/2/18 which make reference to me or my educational reports between 2017 & 2018). For CCTV, please list exact location, time and date:

I have made a data access request to this Controller or Processor before, approximately this long ago: (Please record n/a if this does not apply to you)

For Rectification

The information I believe to be incorrect and the alteration I would like made to my personal data is:

For Erasure

I wish my personal data erased (under section 92(3) of the Data Protection Act 2018) because I believe that;

- My data is inaccurate and not kept up to date
- My data is being processed unlawfully or unfairly
- My data is not being collected for one or more specified, explicit and legitimate purpose
- My data is being processed in manner incompatible with its purpose
- The amount of my data being processed is excessive
- My data being processed is irrelevant or inadequate
- My data is kept for longer than is necessary for the purposes of the processing
- My data is not securely held
- There is no legal basis for processing my data
- I just want to withdraw my consent and no longer have my personal data processed
- My data falls under a special category and I did not or no longer consent to it being processed
- Other

For other, more details are;

The elements of the information that I would like erased are:

I _____ (insert name here) am aware that under to section 93(4) of the Data Protection Act 2018, if it is determined by the data Controller (LMETB) that this request is (a) manifestly unfounded or (b) excessive in nature, having regard to the number of requests made by me to the Controller under those sections, the Controller may –

- (i) Charge a reasonable fee to the data subject in respect of the request, having regard to the administrative cost to the controller of complying with the request, or
- (ii) Refuse to act upon the request.

I am also aware that under the Data Protection Act 2018, I can expect a reply to this data request within 1 month of the date it is received by the Controller.

Signed:
Printed Name:
Date:

Please return this form to: Data Protection Office, Louth and Meath ETB, Abbey Road, Navan, Co. Meath, C15N67E or scan to dataprotection@lmetb.ie . The information collected on this form will be used only for the purposes of processing of your request.

Note on Data Security: we require **Garda verified** proof of the applicant’s identity to ensure that the person making this request is acting legitimately within sections 91(3) or 92(5). This is to protect the data requested. The identity will be sighted only and will not retained on file for longer than necessary. **Parents/Guardians** making a Data Access Request for student data should refer to LMETBs Data Protection Policy for information.

Office Use Only

Request ref no.:
Date request received:
Proof of identity provided:
Any other relevant comments: