

# Data Access Request Form (Appendix D)

*St. Brigid's Primary School, Kildare Town*



**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 may be applied if the request is deemed to be excessive or burdensome.**

Full Name	
Maiden Name (if name used during your school duration)	
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 of Student:	Insert Year of leaving:		Insert Years From/To:

**Section 3 Data Access Request:**

I, .....wish to be informed whether or not *St. Brigid's Primary 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, .....wish to make an access request for a copy of any personal data that *St. Brigid's Primary School* holds about me/my child. I am making this access request under **Section 4** of the Data Protection Acts.

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 to locate the data).

Signed .....

Date .....

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**Checklist: Have you:**

- 1) Completed the Access Request Form in full
- 2) Signed and dated the Access Request Form
- 3) 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 should not retain a copy of the identity document.

Please return this form to the relevant address:

**The Chairperson,**

**Board of Management,**

**St. Brigid's Primary School,**

**Kildare Town.**