

Appendix 1

Data Access Request Form  
CBS High School Clonmel



**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 of €6.35 must accompany this Access Request Form if it is a Section 4 Data Access Request together with proof of identity (eg. official/State photographic identity document such as driver's licence, passport).**

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"/>
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Age: Year group/class:	Name of Student:	Insert Year of leaving:		Insert Years From/To:
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**Section 3 Data Access Request:**

I, .....[insert name] wish to be informed whether or not <St. Aidan's CBS> 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.

c

**OR**

**Section 4 Data Access Request:**

I, ..... [insert name] wish to make an access request for a copy of any personal data that *CBS High School Clonmel* holds about me/my child. I am making this access request under **Section 4** of the Data Protection Acts.

c

**Section 4 Data Access Request only:** I attach €6.35 c

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) Included a cheque or postal order made payable to *St. Aidan's CBS* in the amount of €6.35 where a Section 4 request is made? (Please do not send us €6.35 if you are making a request under section 3. There is no administration charge for a section 3 request, and if you send us a cheque, it will be returned to you).
- 3) Signed and dated the Access Request Form?
- 4) 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: **To the Principal,**

***CBS High School Clonmel, Kickham St. Clonmel. Co.Tipperary***