

DATA REQUEST FORM

This request is made to the Data Controller below:

Tipperary Education and Training Board (TETB)

Address: Administrative Offices, Church Road, Nenagh, Co. Tipperary.

Contact number: 067 31750 / 067 40022

Email address: dataprotection@tipperaryetb.ie

Details of Requester:

Please tick the box which applies to you:

- Employee
- Student/Learner
- Parent/Guardian of Student/Learner
- Other (please specify): _____

Full Name:	
Maiden Name:	
<i>(If you used your Maiden Name during the duration of education/employment with TETB)</i>	
Address:	
Contact Number(s):	
Email Address:	

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

- Passport
- Driving Licence
- Birth Certificate
- and one**
- Recent Utility Bill

Details of my request:

I am seeking to:

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

FOR ACCESS TO PERSONAL DATA

I am requesting information relating to (e.g. my personnel file, emails between 'A' and 'B' between 01/01/18 and 01/02/18 which make reference to me or my educational reports between 2017 & 2018); Please outline your request below:

I have made a data access request to TETB before. Please enter the approximate date:

FOR RECTIFICATION TO PERSONAL DATA

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

FOR ERASURE TO PERSONAL DATA

I request my personal data to be 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 (please outline): _____

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

I, _____ (*name of requester*) am aware that under to section 93(4) of the Data Protection Act 2018, if it is determined by the data Controller 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: _____

Print Name: _____

Date: _____

PLEASE RETURN COMPLETED ACCESS FORM:

By Post:

Data Protection Officer,
Tipperary Education and Training Board,
Church Road, Nenagh, Co. Tipperary, E45 XD59

By Email:

dataprotection@tipperaryetb.ie

Note: We require proof of the applicant's identity to ensure that the person making this request is acting legitimately within sections 91(3) or 92(5) of the Data Protection Act 2018.

TETB OFFICE USE ONLY

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