# Data Access Request Form

I wish to make a data access request pursuant to Article 15 of the General Data Protection Regulation (GDPR) and, or section 91 of the Data Protection Act 2018.

## Section 1 – Your Details

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name(s)** |  |
| **Previously Known as (if applicable)** |  |
| **Current Address** |  |
| **Prior Address (If applicable)** |  |
| **Contact Phone Number** |  |
| **Contact Email Address** |  |

## Section 2 – Your relationship with TU Dublin Students' Union CLG

|  |  |
| --- | --- |
| **Please describe in as much detail the nature of your relationship with TU Dublin SU**   * Were you a staff member, full/part time representative, student Staff or Student Number * Beginning and end dates of your relationship with TU Dublin SU * If a student, which area of TU Dublin SU your relationship covered – i.e. democracy, events etc. |  |

## Section 3 – Details of Personal Data Requested

|  |  |
| --- | --- |
| **Please describe, in as much detail as**  **you can, the nature of the personal data**  **requested. It is not sufficient to ask for**  **’everything about me’. If your request is**  **too broad or unclear we may need to ask**  **you to be more specific.**  Possible points to consider are:   * Description of the personal data held * Likely location * Any identifying references, numbers, codes etc. * Likely dates of when the personal data was created. |  |

## Section 4 – Identification

|  |
| --- |
| To process your application in accordance with best practice it is necessary for you to provide  proof of your identity.  Possible forms of ID accepted are:   * A recent utility bill (must be less than 6 months old at the time of application) * Passport (page with your signature) * Driving Licence (page with your signature) * University Student ID Card * Garda Age Card |

## Section 5 – Agent Details (if applicable)

|  |  |
| --- | --- |
| If you wish to appoint an agent (e.g. a family member, friend, solicitor) to act on your behalf  in connection with your personal data access request please complete this section. | |
| I confirm that I wish to appoint the individual named below to act on my behalf in relation to  the personal data access request which is the subject of this form. | |
| **Agent’s Name** |  |
| **Agent’s Address** |  |
| **Agent’s Phone Number** |  |
| **Agent’s Email Address** |  |
| **Relationship of Agent to me** |  |

## Section 6 – Declaration

|  |  |
| --- | --- |
| I confirm that I am the data subject named in section 1 above. In accordance with Article 15  of the General Data Protection Regulation, I request a copy of the personal data held on me  by TU Dublin Students’ Union. I also confirm that the details set out by me on this application form are, to the best of my knowledge, true and accurate. | |
| **Signed** |  |
| **Date** |  |

Please email the form to [jessica.gallagher@tudublinsu.ie](mailto:jessica.gallagher@tudublinsu.ie), or hand in form to one of the Union offices, or post the form to:

Data Protection Office

TU Dublin Students' Union CLG

Bradogue, Grangegorman

Dublin 7

D07 E3HW