

St. Joseph's N.S., Leitrim Village, Roll No: 01125B
Appendix A: CCTV Data Subject Access Request Application
Form

Under the terms of the Data Protection Acts 1998 and 2003, an individual is entitled to request a copy of his/her personal data recorded on the CCTV system. Please complete this form providing as much information as possible. Please ensure that your request is in compliance with Data Protection Legislation and the school's CCTV policy.

Important: Proof of Identity must accompany this CCTV Access Request Form (eg. official/State photographic identity document such as driver's licence, passport) and a fee of €6.35 (Section 4 Data Access Request)

Personal Details	
Name:	
Address:	
Telephone Number:	
E-mail Address:	
Information Required	
<i>To help us find the CCTV data requested please complete the following section</i>	
Date of Footage:	Time of Recording (within one hour)
Location within the school grounds	
Description of Incident	
Declaration: I confirm that this is all the personal data to which I am requesting access. I also confirm that I am the Data Subject and not someone acting on his/ her behalf. I enclose the relevant fee.	
Signed: _____	Date: _____

Please complete if acting on behalf of the Data Subject (Parent acting on behalf of his/her child)

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name of Data Subject:

Address:

Telephone Number:

Signed: _____

Date: _____

Checklist: Have you:

- 1) Completed the Access Request Form in full?
- 2) Included a cheque or postal order made payable to *Leitrim N.S.* in the amount of €6.35 where a Section 4 request is made?
- 3) Signed and dated the Access Request Form?
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport etc)*

Please return this form to the following address:

To the Chairperson of the Board of Management, St. Joseph's N.S., Leitrim Village, Carrick-on-Shannon, Co. Leitrim, N41 EC81