

**St. Joseph's N.S., Leitrim Village, Roll No:01125B
Data Access Request Form**

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 Data Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).

Full Name	
Maiden Name (<i>if name used during your school duration</i>)	
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:

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Section 3 Data Access Request:

I, [insert name] wish to be informed whether or not St. Joseph's N.S. 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.

Signed

Date

Checklist: Have you:

- 1) Completed the Access Request Form in full?
- 2) Signed and dated the Access Request Form?
- 3)
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport etc)

Please return this form to the relevant address:

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