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| **ACCESS REQUEST FORM**  ***Request for a copy of Personal Data under Data Protection Acts, 1988 to 2018***  **Important:** A photocopy of your proof of identity *[e.g. passport or driver's licence]* and a photocopy of proof of address must accompany this Access Request Form *[see Note below]*.  **PLEASE COMPLETE BELOW SECTIONS IN BLOCK CAPITALS**  **SECTION A**  \*Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*PPSN *[Personal Public Service Number]*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Telephone/E-Mail: *[We may need to contact you to discuss your Access Request - include Area Code].*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\* Compulsory Fields**  **SECTION B**  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name]* wish to have access to data that I believe Kilkenny County Council retains on me as outlined below *[please include the name of service[s] and any account/reference number relevant to your access request].*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION C - DECLARATION**  I declare that all the details I have given in this form are true and complete to the best of my knowledge.  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***NOTE:***  ***We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately [e.g. copy of photographic identification, passport or driver's licence].***   |  |  |  | | --- | --- | --- | | **Have You** | **Yes** | **No** | | * completed the Access Request Form in full? |  |  | | * signed and dated the Access Request Form? |  |  |   If you have ticked **No** to any question above Kilkenny County Council cannot process your request.  Please return this form to:  **Data Protection Officer, Corporate Services, Kilkenny County Council, County Hall, John Street, Kilkenny.** |

**ACCESS REQUEST FORM**

**Requests for Access to Personal Data under the Data Protection Acts, 1988 to 2018.**

* Under the Data Protection Acts, you may receive a copy of your personal data held by Kilkenny County Council electronically or in manual filing systems simply by making a written request.
* If you wish to access your personal data held by Kilkenny County Council you should contact the Data Protection Officer in the first instance and check if the data can be released routinely.
* If this is not possible you can make an application under the Data Protection Acts, 1988 to 2018.
* You may use the Data Protection Application Form or write a letter clearly stating that you are applying under Data Protection Acts.
* All applications should be addressed to: **Data Protection Officer,**

**Corporate Services**

**Kilkenny County Council,**

**County Hall,**

**John Street,**

**Kilkenny.**

* To help us answer your request please be as specific as possible about the information you wish to see, and give as much information as you can to help us find it.
* You are legally entitled to a decision regarding your request within 30 days of Kilkenny County Council receiving your request. However every effort will be made by the Data Protection Officer to deal with your request as soon as possible. You will be asked to provide proof of your identity.
* If you are unhappy with the decision of the Data Protection Officer you have the right to complain to the Data Protection Commissioner who will investigate the matter for you. The Data Protection Commissioner has legal powers to ensure that your rights are upheld.

**Role of Data Protection Commissioner**

* The Data Protection Commissioner, with whom Kilkenny County Council is registered as a data controller, oversee compliance with the terms of the legislation.
* The Data Protection Commissioner has a wide range of enforcement powers, including investigation of Kilkenny County Council records and record keeping practices.