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St Colman's College,
 Castlegar,
 Claremorris,
 Co. Mayo.

Principal
 Mr Jimmy Finn

Deputy Principal
 Mr. Roy Hession

Draft Personal Data Security Breach Code of Practice Form of St. Colman's College (SCC)

Request to have Personal Data rectified or erased.
 Data Protection Act 1988 and Data Protection (Amendment) Act 2003
 Important: Proof of identity (eg. official/State photographic identity document such as drivers licence, passport) must accompany this form.

Full Name	
Address	
Contact number *	Email addresses *

* The school 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:

I,[insert name] wish to have the data detailed below which SCC holds about me/my child rectified / erased (*delete as appropriate*). I am making this access request under **Section 6** of the Data Protection Acts.

Details of the information you believe to be inaccurate and rectification required OR reason why you wish to have data erased:

You must attach relevant documents as proof of correct information e.g. where a date of birth is incorrect, please provide us with a copy of the official State Birth

Certificate. Please note that your right to request rectification/deletion is not absolute and may be declined by SCC in certain cases. You have the right to complain this refusal to the Office of the Data Protection Commissioner: see www.dataprotection.ie

Signed Date

Checklist: Have you:

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

***Note to school/ETB:** the school should satisfy itself as to the identity of the individual, and make a note in the school records that identity has been provided but the school/ should not retain a copy of the identity document.

Please address and return this form to: **The Principal, St. Colman's College, Claremorris, County Mayo**

