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

Principal
 Mr Jimmy Finn

Deputy Principal
 Mr. Roy Hession

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

A fee of €6.35 must accompany this Access Request Form if it is a Section 4 Data Access Request together with proof of identity.

| | |
|---|-------------------|
| 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: |

Section 3 Data Access Request:

I,[insert name] wish to be informed whether or not SCC 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.

OR

Section 4 Data Access Request:

I, [insert name] wish to make an access request for a copy of any personal data that SCC holds about me/my child. I am making this access request under **Section 4** of the Data Protection Acts.

Section 4 Data Access Request only: I attach €6.35

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings (otherwise it may be very difficult or impossible for the school/ETB to locate the data).

Please note that CCTV footage may not be available after a period of approximately 28 days as the system automatically overwrites/deletes data in line with data protection guidelines.

Signed Date

Checklist: Have you:

- 1) Completed the Access Request Form in full?
- 2) Included a cheque or postal order made payable to SCC in the amount of €6.35 where a Section 4 request is made? (Please do not send us €6.35 if you are making a request under section 3. There is no administration charge for a section 3 request, and if you send us a cheque, it will be returned to you).
- 3) Signed and dated the Access Request Form?
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport etc.)*.

***Note to school:** 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 return this form to: **The Principal, St. Colman's College, Claremorris, County Mayo**