



PERSONAL DATA ACCESS REQUEST FORM

Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018 and Regulation (EU) 2016/679 of the European Parliament and of the Council (i.e. General Data Protection Regulation – GDPR)

Important: Proof of Identity must accompany this 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:

Parent/ Guardian of current Pupil <input type="checkbox"/>	Former Pupil <input type="checkbox"/>	Current Staff Member <input type="checkbox"/>	Former Staff Member: <input type="checkbox"/>
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Name of Pupil:		Date of Birth of Pupil:	
Insert Year of leaving:		Insert Years From/To:	

PTO→

St. Brigid's GNS, Turret Road, Palmerstown, Dublin 20.

DATA ACCESS REQUEST:

I, [name] am making this access request under Data Protection Acts 2013 to 2018 and GDPR.

I wish to ascertain if any personal data concerning me/my child is being stored or otherwise processed by St. Brigid's GNS and if that is the case that a copy of such personal data together with the information specified in the Appendix to this Form be provided to me.

To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek

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 as otherwise it may be very difficult or impossible for the school to locate the data)

This **Access Request** must be accompanied with a copy of photographic identification e.g., passport or drivers licence. 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:

Please return this form to the relevant address:
To the Chairperson of Board of Management, St. Brigid's GNS, Turret Road, Palmerstown, Dublin 20.

APPENDIX 1

Article 15 of the GDPR provides the following in relation to the right of access to personal data:

The data subject, (i.e. the person making this application), shall have the right to obtain from the controller, (i.e. the school), confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

- (a) the purposes of the processing;
 - (b) the categories of personal data concerned;
 - (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - (d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - (f) the right to lodge a complaint with a supervisory authority;(i.e. Data Protection Commissioner if the data subject considers that the processing of personal data relating to him or her infringes the Acts or GDPR.)
 - (g) where the personal data are not collected from the data subject, any available information as to their source;
 - (h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. (No decisions are made by St. Brigid's GNS based on automated data processing)
2. Where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer. (St. Brigid's GNS would not, generally, transfer data to a third country or to an international organisation. If in any circumstances such a request was made, St. Brigid's G.N.S. would obtain advice on the appropriate Article 46 safeguards applicable).
3. The controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.
4. The right to obtain a copy referred to in paragraph 3 shall not adversely affect the rights and freedoms of others.