

Access request form

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**Request for a copy of Personal Data under section 4 of Data Protection Acts 1998 and 2003
Data Protection Act 1988 and Data Protection (Amendment) Act 2003**

Important: A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).

Section A - please complete this section:

Full Name

Postal Address

Telephone *

(include area code)

Email *

* we may need to contact you to discuss your Access Request

Section B - please complete this section

I, _____ [insert name] wish to have access in accordance with section 4 to the following information

If you require extra space, please attach and sign an additional sheet of paper with these details).

Signed: _____

Date: _____

Checklist

Have you:

Yes

No

<input type="checkbox"/>	<input type="checkbox"/>	completed, signed and dated the Access Request Form?
<input type="checkbox"/>	<input type="checkbox"/>	attached a photocopy of proof of your identity and address?
<input type="checkbox"/>	<input type="checkbox"/>	included a cheque or postal money order made payable to Contracting PLUS in the amount of €6.35?

Please return this form to:

Data Protection Co-Ordinator, Contracting PLUS, Unit 26J, Block 6500, Cork Airport Business Park, Cork, Ireland