**Data Access Request Form**

Under [Article 15 GDPR](https://gdpr-info.eu/art-15-gdpr/) an individual may request access to their personal data that Trinity College Dublin holds on file. This right of access is not absolute and may be subject to certain restrictions. In addition, the rights of other individuals cannot be affected by a data access request.

If you wish to make a data access request please provide your personal details and data request specifics below. Include as much detail as you can about the personal data that you specifically wish to access. This will enable Trinity staff to correctly source and identify your personal data held on file at the College. Please include all relevant details that will help to locate your data - for example: your staff or student number, details of Trinity Faculties, Schools, Business Units, Departments/Offices etc. that you are / were associated with as well as dates of association.

You will be provided with your data as soon as possible but in any event within one month as per the legislation. This timeframe may be extended in certain circumstances however if there is to be a delay in providing you with your personal data we will inform you of any such extension, together with the reasons for the delay, during the initial month.

If you wish for a third party to submit a data access request on your behalf, such as a family member or solicitor) you must provide written authorisation to allow the College to disclose your personal data to that third party.

In order to protect the security of personal data it may be necessary for you to provide proof of identification, depending on the nature of your request. If deemed necessary, we will ask you for a copy of recent ID, so that we can be absolutely certain that requested data is provided to the right person. Any proof of ID will be securely destroyed once your identity has been verified.

Further information on your rights under data protection law is available from the College Data Protection [website](https://www.tcd.ie/dataprotection/yourrights) and the Data Protection Commission [website](https://www.dataprotection.ie/en/individuals).

**Please complete and return this form to:**

**Data Protection Officer, Secretary’s Office, Trinity College, Dublin 2, Ireland**

***Or***

[**dataprotection@tcd.ie**](mailto:dataprotection@tcd.ie) **and state *Data Access Request* in the Subject Line**

# Personal Details

|  |  |
| --- | --- |
| **Surname:** | [INSERT TEXT HERE] |
| **First name(s):** | [INSERT TEXT HERE] |
| **Address:** | [INSERT TEXT HERE] |
| **Date of birth:** | DD/MM/YY |
| **Phone number:** | [INSERT TEXT HERE] |
| **Email address:** | [INSERT TEXT HERE] |
| **Student number and dates of your education at Trinity College Dublin (if applicable):** | Student Number:  Dates of education: YY to YY |
| **Staff number and dates of your employment at Trinity College Dublin (if applicable):** | Staff number:  Dates of employment: YY to YY |
| **If neither a student nor a member of staff, please indicate your relationship with the College, including dates:** |  |

# Personal Data Request

|  |  |
| --- | --- |
| **Under Article 15 GDPR I wish to access the following personal data that relates to me that is under the control of Trinity College Dublin:** | [INSERT TEXT HERE] |
| **Specific dates of my education / employment / other engagement at Trinity College Dublin that are relevant to my request:** | DD/MM/YY to DD/MM/YY |
| **Relevant Trinity College Dublin School(s) and Courses attended:** | Year 1:  Year 2:  Year 3:  Year 4:  Other years: |
| **Relevant Trinity College Dublin Business / Support Units / Research Institutes - places of employment at the College:** | [INSERT TEXT HERE] |
| **I wish to receive the personal data via EMAIL / POST (state preference):** | [INSERT TEXT HERE] |

# Additional Information

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| --- |
| **Please include any additional information that you believe will assist in fulfilling your request.**  [INSERT TEXT HERE] |