



Comhairle Cathrach Chorcaí  
Cork City Council

## Cork City Council Data Subject Access Request Form

Request for a copy of Personal Data – Article 15 GDPR Regulations

### SECTION 1 - please complete this section

**Full Name**

.....

**Postal address**

.....

.....

.....

.....

**Telephone/e-mail\***

.....(include area code)

\* We may need to contact you to discuss your Access Request

### SECTION 2 - please complete this section

I, .....[insert name] wish to have access to personal data that I believe Cork City Council retains on me as outlined below.

**(Please include the name of service(s)/section(s) and any account / reference number relevant to your access request along with any previous addresses that may assist.**

.....

.....

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.....

.....

Signed.....Date.....

### SECTION 3: Are you the Data Subject?

**YES, I am the Data Subject and I enclose proof of my identity.**

Birth Certificate

Driving Licence

Passport

and A recent household bill .

**NO, I am acting on behalf of the Data Subject. I enclose written permission from the Data Subject with proof of both the Data Subject's identity and my own identity.**

Birth certificate

Driving Licence

Passport  and

An official letter to my address

I am enclosing the following document as proof of legal authorisation to act on behalf of the Data Subject:

Letter of authority  Lasting or Enduring Power of Attorney

Evidence of parental responsibility

Other (give details)

<b>Employment Records:</b>	<b>Yes</b>	
<b>Staff (current or former)</b>	<input type="checkbox"/>	
1) Employee No:		
2) Directorate:		
3) Dates of employment		

### SECTION 4: Declaration

#### **Data Subject Declaration:**

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Cork City Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

**Name:**

**Signature:**

**Date:**

OR

**Authorised person — Declaration (if applicable):**

I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

**Name:**

**Signature:**

**Date:**

Please return the completed form and required proofs to:

**Data Protection Officer,  
Cork City Council,  
City Hall,  
Cork.**

Email : [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie)

Telephone : 021-4924037

### **Rectify, restrict or erase personal information**

Please notify our Data Protection Officer if you believe that:

- the information is inaccurate or out of date
- we should no longer be holding that information
- we are using your information for a purpose of which you were unaware
- we may have passed inaccurate information about you to someone else

### **Right to make a Complaint**

If a Data Subject is not satisfied with the outcome of an access request, they are entitled to make a complaint to the Data Protection Commissioner at:

Postal Address: Data Protection Commissioner  
Canal House Station Road  
Portarlinton R32 AP23  
Co. Laois.

Telephone: + 353 57 8684800  
Lo Call Number: 1890 252 231  
Fax: + 353 57 868 4757  
Email: [info@dataprotection](mailto:info@dataprotection)