



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 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 authority to act on behalf of the Data Subject:

Letter of authority Lasting or Enduring Power of Attorney

Evidence of parental responsibility

Other (give details)

Employment Records:		Yes
Staff (current or former)		<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,
T12 T997
Email: dataprotection@corkcity.ie
Telephone: 021 4924000**

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
Co. Louth, R23 AP23

Telephone: + 353 587 684 800
Lo Call Number: 1890 252 231
Email: info@dataprotection.ie