

Data Subject Request Form

PART 1 – Type of Request

What would you like to do with your Personal Data?

I hereby wish to exercise my rights under the Data Protection Act 1988-2018 and request the right to:

- Access to my personal data
- Rectification of my personal data
- Erasure of my personal data
- Restriction of processing of my personal data
- Stop the processing of my personal data
- Transfer my Data to another organisation (Data Portability)
- Complain to the Data Protection Commissioner

PART 2 – Verification

Verification of your identity is required to accurately process your request

I enclose copy:

Passport Driving Licence Other

(note that any copies of identity received will be destroyed upon confirmation of identity)

PART 3 – Details of Request

(Please provide as much information as possible to assist us in dealing with your request including the period during which the data was held)

PART 4

If you are requesting Access to your personal data, please confirm how you would like to receive the data

Email Post Collection

Other *(please specify)* _____

PART 5 – Declaration by Requester

I Declare that, to the best of my knowledge, the information I have provided on this form is correct

Signature: _____ Date: _____

Please return this completed form with identity verification to: The Data Protection & Information Compliance Officer, Longford County Council, Aras an Chontae, Great Water Street Longford, N39 NH56. OR By email to dpo@longfordcoco.ie

FOR OFFICE USE ONLY

As Data Protection & Information Compliance Officer, I hereby authorise refuse this Data Subject Request

Signed:

Date:

For further information on how Longford County Council process personal information can be found on our Privacy Statement on www.longfordcoco.ie