

**Data Subject Request Form**

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**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*](http://lccintranet/docs/data_protection/forms_templates/data_subjects_rights/www.longfordcoco.ie) *under* [*Data Protection*](https://www.longfordcoco.ie/services/corporate-affairs/data-protection/) |