

**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*](mailto: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/) |