



## Data Access Request Form

**Access Request Form:** Request for a copy of Personal Data under the Data Protection Act 1988 and Data Protection (Amendment) Act 2003

**Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence or passport).**

**A fee of €6.35 must accompany this Access Request Form if it is a Section 4 Data Access Request together with proof of identity (eg. official/State photographic identity document such as driver's licence, passport). See below for full details.**

<b>Full Name:</b>	
<b>Maiden Name (if name used during your school duration):</b>	
<b>Address:</b>	
<b>Contact number *</b>	<b>Email addresses *</b>

*\* We may need to contact you to discuss your access request*

**Please tick the box which applies to you:**

Student <input type="checkbox"/>	Parent/Guardian of student <input type="checkbox"/>	Former Student <input type="checkbox"/>	Current Staff <input type="checkbox"/>	Former Staff <input type="checkbox"/>
Age: Generation:	Name of Student:	Insert Year of leaving:		Insert Years From/To:

**Section 3 Data Access Request:**

I, .....[Insert name] wish to be informed whether or not **Woodlands Academy** holds personal data about me/my child and to be provided with a description of this data and to be informed of the purpose for holding such data. I am making this access request under **Section 3** of the Data Protection Acts.

**OR**



**Section 4 Data Access Request:**

I, ..... [Insert name] wish to make an access request for a copy of any personal data that **Woodlands Academy** holds about me/my child. I am making this access request under **Section 4** of the Data Protection Acts.

**Section 4 Data Access Request only:** I attach €6.35

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings (otherwise it may be very difficult or impossible for the school/ETB to locate the data).

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

**Checklist: Have you:**

- 1) Completed the Access Request Form in full?
- 2) Included a cheque or postal order made payable to *Woodlands Academy* in the amount of €6.35 where a Section 4 request is made? (Please do not send us €6.35 if you are making a request under section 3. There is no administration charge for a section 3 request, and if you send us a cheque, it will be returned to you).
- 3) Signed and dated the Access Request Form?
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport etc.)\*.

**Please return this form to the following address:**

**Data Protection Officer  
Woodlands Academy  
Wingfield House  
Bray  
Co.Wicklow  
Ireland  
A98 FK10**