

How to Make an Access Request

(Ref: Data Commissioners Office website)

RIGHT OF INFORMATION

Under Article 13 and 14 of the GDPR, you have a right to be informed as to how your personal data is being processed (handled or used) by an organisation. In particular, at the time Dundalk Institute of Technology (DkIT) obtains personal data from you, it will advise you of (among other things), the purpose(s) of - and legal basis for - the processing of your data; any other recipient(s) of your data; how long it retains your data, or the criteria by which it determines how long it retains your data; and the existence of any automatic decision making processes applied to your data.

Where the personal data has not been obtained directly from you, DkIT will provide you with additional information relating to the types of personal data it holds and how it obtained this data – See Privacy Policy link [Data Protection / Legal / About DkIT / DkIT - Dundalk Institute of Technology](#).

This information will be provided to you within a reasonable period, and at the latest within a month of DKIT obtaining the data (as per Article 12 of the GDPR). If the data is used to communicate with you, the information about the types of data obtained and how it was obtained will be provided to you, at the latest, when the first communication takes place. If it is expected that your personal data will be disclosed to another recipient, the information will be provided to you when your personal data is first disclosed.

RIGHT OF ACCESS

Under Article 15 of the GDPR, you have a right to obtain a copy, of any information relating to you kept on computer or in a structured manual filing system or intended for such a system by DKIT. All you need to do is write to the DKIT Data Protection Officer (see details at end of document) and request, under the GDPR, a copy of the personal data we hold in relation to you.

How do I request access to my details?

To request access to your details, send a letter or email to the Data Protection Officer, DkIT and ask them for a copy of this information. No Fee applies.

You may also use the request form [How to Make a Subject Access Request / Data Protection / Legal / DkIT - Dundalk Institute of Technology](#).

In your request you should:

- Give any details that will help to identify you and find your data – for example a reference number, any previous address or your date of birth; and a valid form of Identification.
 - You will be asked to provide evidence of your identity. This is to make sure that your personal information is not given to the wrong person.
 - A request for personal data cannot be supplied without verification of your identity.
- Be clear about which details you are looking for - if you only want certain information. This will help DkIT respond more quickly and accurately to your request.

In the normal course of events, DkIT is obliged to respond to your access request within one month of receiving a valid request. In certain limited circumstances, the one-month period may be extended by two months (where it is necessary to take into account the complexity of a request and/or the number of requests). Where DkIT is extending the period for replying to your request, we will inform you of any extension, and the reason(s) for the delay in responding, within one month of receiving the request.

There is no fee payable by you to make an access request - DkIT will deal with your request for free. However, where we believe a request is manifestly unfounded or excessive (for example where an individual makes repeated unnecessary access requests), we may either charge a fee taking into account its administrative costs in dealing with the request(s), or refuse to act on the request(s).

Exceptions to the right of access

Similar to the Data Protection Acts 1988-2003 the national legislation – the Data Protection Act 1988 – 2018 contains exceptions to the right of access.

Article 15 of the GDPR also provides that the right to obtain a copy of your personal data must not adversely affect the rights and freedoms of others. For example, when responding to an access request, an organisation should not provide the requestor with personal data relating to a third party that would reveal the third party's identity.

What if DkIT fails to respond to my access request?

DkIT are committed to dealing with all access requests received within the allocated timeframe, however, if we do not comply with a valid access request that you have made, it is open to you to make a complaint to the DPC. Before doing so it is recommended that you contact the DkIT Data Protection Officer to establish the circumstances and to indicate your

intention to complain to this Office. DkIT may be in a position to correct the problem without referring to the DPC.

How will my personal data be supplied to me?

You can request the format in which your personal data will be supplied to you. Requests received via email, will generally receive the response electronically, unless otherwise requested.

You may request a hard copy of the response by post, or to collect it in person.

If you wish to appoint another person to collect the response documents for you then you must advise DkIT of this in writing. Please note that the person collecting the documents will be required to sign an acceptance form. Once the response documentation has been collected it is no longer the responsibility of DkIT.

DkIT are not obliged to provide multiple copies of the response documentation.

Can I request CCTV Coverage?

You may make a request for your personal data which may have been collected by the CCTV of DkIT. You must provide DkIT with a reasonable indication of when the recording may have taken place, the location, the date, the approximate time, and any other details which may assist us to locate your personal data. Images of other individuals will be obscured before the data is released.

SUBJECT ACCESS REQUESTS - CONTACT

Gerald O' Driscoll

Data Protection Officer

Dundalk Institute of Technology

Dublin Road

Dundalk

Co Louth

Email address: dataprotection@dkit.ie

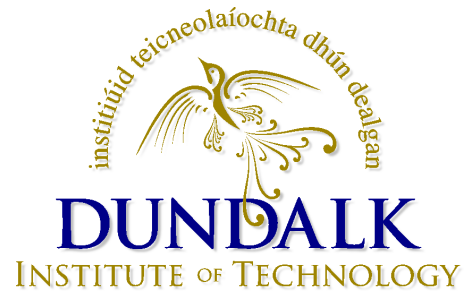
Telephone: 00353 (0)42 9370221

Website: [Data Protection / Legal / About DkIT / DkIT - Dundalk Institute of Technology](#)

DATA COMMISSIONER

You have the right to raise a complaint with the Data Commissioner's Office regarding your rights under by the data protection legislation by contacting:

Telephone	+353 57 8684800 +353 (0)761 104 800
Lo Call Number	1890 252 231
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois



Subject Access Request Form

Under the General Data Protection Regulation (GDPR) it is your right to request a copy of any personal data that we hold on you. Please note that this form is to aid the Subject Access Request process. Further information on the Subject Access Request process can be found at [Data Protection / Legal / About DkIT / DkIT - Dundalk Institute of Technology](#)

Name (Last, first, middle initial)	Date
Relationship to DkIT (e.g., staff member, student, Former student, etc.)	Form of I.D Supplied*
Address	

Email Address: _____ Contact phone number: _____
At least one method of contact is required.

DETAILS OF REQUEST

The details of the request can be noted on this form on the space provided overleaf. Please attach additional sheets if required. Please provide as much information as possible to help DkIT to locate your data. Where possible please give the approximate or exact time periods when the data was collected or created, names, titles of the persons who may be able to locate the data, and/or the departments or areas within DkIT where the data would be most likely to be held.

DOCUMENTATION FORMAT

The format you would prefer to receive your data in – please choose **one** option only.

Hard copy by post ☐ Collect in Person ☐ Soft copy by email ☐

Nominate another Person to Collect ☐ Other: _____
Please specify

Please **note** that all format options may not be available in certain circumstances

SIGNATURE SECTION

Requester Signature: _____

WRITE YOUR REQUEST HERE

For Office Use Only

Received By: _____

Ref: _____

Identity verified: _____

Deadline: _____