



## Data Request Form

### **Details of Controller:**

This request is made to: Cavan and Monaghan ETB

*Please give name and address of relevant school, centre, programme, office:*

### **Details of data subject:**

#### **I am a:**

- Student
- Employee
- Other

For other, the details are;

My Full Name:

My Maiden Name or Other Name (if name used in the course of your relationship with CMETB)

My Address

My Contact number \*

My Email address \*

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

**For the purpose of proving my identity, I attach a Garda verified copy of 1 of the following:**

- Passport
- Birth Certificate or
- Driving License
- Recent utility bill

### **Details of my request**

#### **I am seeking to;**

- Access my personal data
- Rectify my personal data
- Erase my personal data

**1. For access**

I am requesting information relating to (e.g. my personal file, emails between 'A' and 'B' between 1/01/18 and 1/2/18 which make reference to me or my educational reports between 2017 & 2018):


I have made a data access request to this Controller or Processor before, approximately this long ago:


**2. For rectification:**

The information I believe to be incorrect and the alteration I would like made to my personal data is:


**3. For erasure:**

I wish my personal data erased (under section 92(3) of the Data Protection Act 2018) because I believe that;

- My data is inaccurate and not kept up to date
- My data is being processed unlawfully or unfairly
- My data is not being collected for one or more specified, explicit and legitimate purpose
- My data is being processed in manner incompatible with its purpose
- The amount of my data being processed is excessive
- My data being processed is irrelevant or inadequate
- My data is kept for longer than is necessary for the purposes of the processing
- My data is not securely held
- There is no legal basis for processing my data
- I just want to withdraw my consent and no longer have my personal data processed
- My data falls under a special category and I did not or no longer consent to it being processed
- Other

For other, more details are;


The elements of the information that I would like erased are:


For information on how Cavan and Monaghan ETB processes personal data and to view the CMETB Data Protection Policies please visit [www.cmetb.ie/dataprotection](http://www.cmetb.ie/dataprotection)

I \_\_\_\_\_ (*insert name here*) am aware that under to section 93(4) of the Data Protection Act 2018, if it is determined by the data Controller that this request is (a) manifestly unfounded or (b) excessive in nature, having regard to the number of requests made by me to the Controller under those sections, the Controller may –

- (i) Charge a reasonable fee to the data subject in respect of the request, having regard to the administrative cost to the controller of complying with the request, or
- (ii) Refuse to act upon the request.

I am also aware that under the Data Protection Act 2018, I can expect a reply to this data request within 1 month of the date it is received by the Controller.

<b>Signed:</b>
<b>Printed Name:</b>
<b>Date:</b>

**Please return this form to:** *Data Protection Officer, Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan, H18 W449*

**Note:** we require proof of the applicant’s identity to ensure that the person making this request is acting legitimately within sections 91(3) or 92(5).

**Office Use Only**

<b>Request ref no.:</b>
<b>Date request received:</b>
<b>Proof of identity provided:</b>
<b>Date response is due:</b>
<b>Any other relevant comments:</b>