



**Dublin and Dún Laoghaire ETB**

**Personal Data Rectification/Erasure Request Form**

Request to have Personal Data rectified or erased.

Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Important: Proof of identity (eg. official/State photographic identity document such as drivers licence, passport) must accompany this form.

<b>Full Name</b>	
<b>Address</b>	
<b>Contact number *</b>	<b>Email addresses *</b>

\* The school/ETB may need to contact you to discuss your access request

Please tick the box which applies to you:

**Student**

**Staff**

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

I, .....[insert name] wish to have the data detailed below which .....[Name of School/centre] holds about me/my child rectified / erased (*delete as appropriate*). I am making this access request under **Section 6** of the Data Protection Acts.

Details of the information you believe to be inaccurate and rectification required OR reason why you wish to have data erased:

You must attach relevant documents as proof of correct information e.g. where a date of birth is incorrect, please provide us with a copy of the official State Birth Certificate. Please note that your right to request rectification/deletion is not absolute and may be declined by DDLETB in certain cases. You have the right to complain this refusal to the Office of the Data Protection Commissioner: see [www.dataprotection.ie](http://www.dataprotection.ie) .

Signed ..... Date .....

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**Checklist: Have you:**

- 1) Completed the Access Request Form in full?
- 2) Included document/s as proof of correct information?
- 3) Signed and dated the Request Form?
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport, etc.)\*.

**\*Note to school/ETB:** the school/ETB should satisfy itself as to the identity of the individual, and make a note in the school/ETB records that identity has been provided but the school/ETB should not retain a copy of the identity document.

Please address and return this form to:

**DDLETB Data Protection Officer, Corporate Services Department 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24.**