

Request to Access Personal Data

Data Protection Acts 1988 to 2018

Important: A photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see note below).

Section A - Please complete this section

Full Name	
Postal Address	
Contact Number*	
Email Address*	

* We may need to contact you to discuss or clarify your request.

Section B - Please tick the box that applies to you

Employee	Former Employee	Customer	Delegate	Visitor	Other
If you ticked Customer or Delegate, please give the name and date of the event					
If Other, please clarify					

Section C – Personal Data Access Request

I, _____ wish to have access in accordance with section 90 of the Data Protection Act 2018 to a copy of the following personal data that The CCD holds about me:

Signed

Dated

Checklist

Have you:

1. Completed the Access Request Form in full?
2. Signed and dated the Access Request Form?
3. Attached a photocopy of proof of your identity and address?

If you have not ticked question 3 above, we regret that we may not provide you with the data requested. While the use of this form is not mandatory, completing this form should enable us to process your request more efficiently.

Please return this form to **Chief Data Officer, The Convention Centre Dublin, Spencer Dock, North Wall Quay, Dublin 1, D01 T1W6, Ireland** or email it to info@theccd.ie

Note: We require proof of the applicant’s identity and address to ensure that the person making this access request is acting legitimately. These documents will be returned to you once this has been established.

For Office Use Only

Date Received			Signed
Identity Confirmed	Yes	No	Signed
Access Granted	Yes	No	Signed
Date			