



Tipperary County Council Access Request Form:

Request for a copy of **Personal** Data

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

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 _____

Date of Birth _____

Postal Address _____

Telephone / Email * _____

(include area code)

***We may need to contact you to discuss your Access Request**

Section B - please complete this section

I,

(insert name)

wish to have access to **personal** data that I believe Tipperary Local Authorities retains on me as outlined below (please include the name of service(s) and any account / reference number relevant to your access request)

Signed: _____

Date: _____

Checklist: Have you:	Yes	No
Completed the Access Request Form in full?		
Attached a photocopy of proof of your identity and address?		
Signed and dated the Access Request Form?		

If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: **The Data Protection Officer, Tipperary County Council, Áras An Chontae, Clonmel, County Tipperary.** **Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.**