

## Data Subject Request Form

You can use this form to make a request under the General Data Protection Regulation (GDPR).

We need to verify your identify in order to process your request. Please include a form of identification (eg passport, driver's licence, student ID card). This must take the form of photo-identification if you are requesting access to visual records.

Please include details we can use to easily contact you if we need further information to process your request.

Requests may be sent to the Data Protection Officer, Carlow College, St. Patrick's, College Street, Carlow; [dataprotection@carlowcollege.ie](mailto:dataprotection@carlowcollege.ie); 059-9153200

We will reply as quickly as possible, and within one month.

Data subject contact details:

Name

Address

Email

Phone No.

Data subjects have number of rights under the GDPR. Please tick those rights which you are exercising:

- Right to information
- Right of access
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object to processing;
- Rights in relation to automated decision making and profiling.

Please tell us what personal data forms the basis of your request and give us any further information we might need.

