

## 5.2 Subject Access Request Form



### Request for a copy of Personal Data Under Section 4 Data Protection Act 1988 and Data Protection (Amendment) Act 2003 Subject Access Request Form

**Note: A fee of €6.35 and a copy of proof of identity (e.g. passport or driver's licence) must accompany this completed form.**

#### 1. Details of Requestor:

**Surname:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone / Email:** \_\_\_\_\_

#### 2. Details of Request:

I, \_\_\_\_\_, wish to have access to personal data that I believe DIT retains on me as outlined below: (Please include Student Number or Staff Number if relevant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return the completed form together with the relevant fee and a copy of proof of identity by post to:** Information Governance Officer, Office of the Institute Secretary, Dublin Institute of Technology, 143-149 Lower Rathmines Road, Rathmines, Dublin 6, D06 H328 or by email to [foi@dit.ie](mailto:foi@dit.ie)

For Office Use:

Date Received: \_\_\_\_\_

Date of Response to Requestor: \_\_\_\_\_