

1.7 Data Protection Subject Access Requests

Under the Data Protection Acts, 1988 and 2003, an individual may receive a copy of any personal data relating to them which is held by DIT (a Subject Access Request). Anyone who wishes to make a request for access to their personal data can do so by completing the **Data Protection Subject Access Request Form** in Section 5.2.

The Requestor is encouraged to give as much information as possible about the data they wish to access, they must include proof of identity (e.g. a copy of their passport, drivers licence or staff/student ID card) and a fee of €6.35 is payable with the application. A decision in relation to requests made under Section 4 of the Data Protection Acts (access to personal information) will be made within 40 days of receipt of the request. If the individual is not satisfied with the response to their request, they may contact the Data Protection Commissioner, who will investigate the matter for them.

Requests can also be made by an individual to:

- Establish whether DIT holds Personal Data relating to them or
- To cease processing Personal Data on the grounds that it would cause unwarranted damage or distress to the individual Data Subject or
- To correct, block or erase their Personal Data.

Further Information is available in Section 5.