### http://www.ucd.ie/styleguide/graphics/windows_files/ucd_brandmark_black.gif

### UNIVERSITY COLLEGE DUBLIN

Employee File Access Request Form

##### 1. DETAILS OF REQUESTER (PLEASE USE BLOCK LETTERS)

**Surname:**

**First Name:**

**Postal Address:**

**UCD Personnel**

**Number:**

**Telephone Number(s):**

**Home:**

**Work:**

### Email Address:

### 2. FORM OF ACCESS

All replies to employee file access requests will be dealt with by **email**. Please ensure you have a valid email address to receive a copy of your requested information.

**Note:**

Please return this form by email to [HRhelpdesk@ucd.ie](mailto:HRhelpdesk@ucd.ie) or in hard copy format to Human Resources for the attention of the HR Records Officer. Before you are given access to personal information relating to yourself contained in your employee file, you will be asked to produce photographic evidence of your identification e.g. Driving Licence, Passport, Work ID. If a requestor does not have access to email a copy of their HR file can also be sent by post.

Requester's Signature:

Date:

#### For Office Use Only

Date Employee File Access Request Received:

**Form of Identification Produced:**

Driving Licence: 🞏 Passport: 🞏 Other: 🞏

Date of viewing:

Date Photocopies sent:

Request processed by: