

UCD Data Subject Access Request Form

A copy of ID (passport or driver's licence), must accompany this form when returned to UCD. Please note that while this request does not normally incur a charge, a request of particular complexity or volume may result in a fee.

Section A - please complete this section:

Full Name.....

If you are a current or former student, please give:

Student number.....

If you are a current or former staff member, please give:

UCD School or Unit.....

If neither a student nor a member of staff, please indicate below your relationship with the University, including dates:

.....
.....

Postal address

.....

Telephone.....**Email address**.....

Section B - please complete this section:

I,..... [name] wish to have access to personal data that I believe the University holds about me as outlined below.

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Signed.....

Date.....

Please return this form to:

Information Compliance Manager, Data Protection Office, University College Dublin, Roebuck Castle, Belfield, Dublin or via email to data.protection@ucd.ie