



## Access Request Form: Request for a copy of Personal Data

Data Protection Act 2018

General Data Protection Regulation (EU) 2016

**Important: A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).**

### Section A - please complete this section

Full Name.....

Postal address

.....  
.....  
.....

Telephone/e-mail\*

.....(include area code)

\* we may need to contact you to discuss your Access Request

### Section B - please complete this section

I, .....[insert name] wish to have access to data that I believe The Key Collection retains on me as outlined below (please include the name of service(s) and any account / reference number relevant to your access request)

.....  
.....  
.....  
.....  
.....  
.....

Signed.....Date.....

Checklist: Have you:	Yes	No
completed the Access Request Form in full?	<input type="checkbox"/>	<input type="checkbox"/>
1) attached a photocopy of proof of your identity and address?	<input type="checkbox"/>	<input type="checkbox"/>
2) included a cheque or postal money order made payable to Making Connections in the amount of €6.35?	<input type="checkbox"/>	<input type="checkbox"/>
3) signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: **Data Protection Coordinator, Roomyfield Ltd, Unit 10B Stadium Business Park, Ballycoolin, Dublin 15.**



the **key**collection.ie

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Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately

**Office Use only:**

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