**Access request form**

Request a copy of personal data according to the General Data Protection Regulation 2018

**Important:** A photocopy of your proof of identity (e.g. passport or driver’s license) 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\*** (include area code)

……………………………………………………………………………………….

**Email address\***

……………………………………………………………………………………….

\*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 which I believe GeoDirectory retains on me as outlined below (please include the name of the services and any account/reference number relevant to your access request)

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Signed ……………………………………………………Date……………….

**Checklist**

Have you:

* Completed the access form in full?
* Attached a photocopy of proof of your identity and address?
* Signed and dated the Access Request Form?

If you have answered no to any of these questions, we regret that we cannot process your request.

Please return this completed form and associated documents to:

Data Protection Coordinator
GeoDirectory
Room 3A, GPO
O’Connell Street
Dublin 1.

D01 F5P2

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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**Last updated 18th May 2018**