Personal Data Request Form

Ollscoil na hÉireann
National University of Ireland
The Registrar,
49 Merrion Square,
Dublin 2, Ireland

Phone +353 1 439 2424
data-protection@nui.ie
www.nui.ie

Please complete all sections.
Please write in block capitals.

Surname

First name(s)

Home address

Date of birth

Phone

Email

Your relationship with National University of Ireland

Please mark the appropriate section.

Prospective/Current/Former Student/Graduate ☐

Current/Former Staff Member ☐

External Examiner/Assessor/Similar ☐

Other ☐

Data Protection

NUI processes all personal data transparently and lawfully.

Please refer to NUI's General Data Protection Policy, available at www.nui.ie

Please provide as much detail as possible regarding the personal data you wish to access in order to help us locate it.

In accordance with the Irish Data Protection law and EU Data Protection Regulation, I request access to the following personal data that I believe National University of Ireland holds about me:

Please use an additional sheet if necessary.

Identification

You may redact any unnecessary information from your proof of address documents. NUI reserves the right to seek further documents or originals where necessary. Copies of identifying documents will be confidentially shredded by National University of Ireland after processing the application and originals returned as appropriate.

To protect the security of personal data held by NUI, it is necessary for you to provide proof of identity. Two forms of identity must accompany this form. These may include:

One of the following: copy of current valid Passport, Driving Licence, Student Card, Public Services Card or EU/non-EU National Identity Card;

and

One of the following: proof of current address such as a copy of a utility bill, correspondence from a Government Department, Revenue or Third Level Institution, or bank/credit card statement.

For office use only

Request received
D D M M Y Y Y Y

Reference No

Identity verified

ID Documents shredded by

Shredded date
D D M M Y Y Y Y

I declare that the information set out in this application is correct. I consent to NUI processing my personal data for this specific application, in line with stated regulations and NUI's data protection policy.

Signature

Date of signature

REF NUI FO | SAR | 05-2018