Hibernia College Quality Framework

## Data Subject Access Request Form

Hibernia College is committed to a policy of access to personal data in accordance with the General Data Protection Regulation (“**GDPR**”) and the Data Protection Acts 1988 – 2018 (the “**Acts**”)

Please send a completed form to dpo@hiberniacollege.net or alternatively to Hibernia College, Block B, The Merrion Centre, Merrion Road, Dublin 4, D04 H2H4

**Please note:**  **All applications must include a copy of photo identification e.g. Passport or Driver’s Licence.**



Access to personal data is free of charge. Where Hibernia College determine that a request being made is manifestly unfounded or excessive, the College reserves the right to refuse the request or to charge a reasonable fee to cover administrative costs. Unless otherwise requested by the data subject, the information will be provided in a commonly used electronic format.

The College will respond to this request within one month. Depending on the nature and complexity of the request, the College may exercise the right to extend this period, by a maximum of two months. You will be notified in the event of an extension along with the estimated length of the delay.

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| Personal Details |
| Please state the nature of your relationship/association with the College: | Choose an item.Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Forename(s): | Click or tap here to enter text. |
| Student Number (where applicable):  | Click or tap here to enter text. |
| Programme of Study (where applicable): | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| As indicated above, all data requested shall be provided in an electronic format, should you require a paper copy, please enter your postal address: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

**Please complete the box below:**

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| Please outline below, the categories of data, the specific information or processing activities to which your request relates. This will help us locate and provide the personal information you require, in a timely manner. |
| *In accordance with Section 91 the Data Protection Act, 2018 and Article 15 of the GDPR, I request access to the following personal data which I believe is retained by Hibernia College:*Click or tap here to enter text. |