Cork Deaf Association
Subject Access Request Form

Request for a copy of Personal Data.

Important: 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 Subject Access Request Form (see Note below).

Section 1 - please complete this section

Full Name: _____

Address: _____

_____

Telephone/Email* _____

**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 the following information held about me by Cork Deaf Association.

_____
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_____
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Signed _____ Date _____

Checklist:

Have you: 1. completed, signed and dated the Access Request Form? _____

2. attached a photocopy of proof of your identity and address? _____

3. Please note: there is no fee for general data request access forms. However, we may contact you to request a fee if:

- The Request is manifestly unfounded (clearly without good reason)
- The Request is repetitive (repeated)
- The Request is excessive (too much)

If we decide that a fee is necessary, we will charge you a reasonable fee, which will be based on the circumstances. The fee must be paid before we can obey your Request.

We may also charge you a reasonable fee if you ask for more copies of the same information.

Please return this form to:
Manager, Cork Deaf Association, 5 Mac Curtain Street, Cork.

Please read our Subject Access Policy for further information about our Subject Access policies.

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