



## Data Subject Access Application Form

(Data Protection Act 2018 & General Data Protection Regulation)

(Please read Guidance Note attached to this form)

In relation to my Personal Data I want to - (please select from the following options)

	Confirm data is held and/or obtain access
	Correct/update my personal data
	Object to processing of personal data
	Have my personal data deleted
	Restrict how my personal data is used

Name: Mr/Mrs/Ms:

Address:

Contact Number:

Email Address:

You do not have to provide all contact details above but providing more, such as email and phone makes it easier to communicate.



**Kilkenny County Council**  
**Comhairle Chontae Chill Chainnigh**

To assist the Council in assigning your request to the correct department as soon as possible please briefly describe the detail of your request and for example, where relevant, name a specific service or department.

**Details of your application:**

**SECTION 4: Declaration Data Subject Declaration:**

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Kilkenny County Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

**Name:**

**Signature:**

**Date:**

**OR**

**Authorised person — Declaration (if applicable):**

If you are acting on behalf of the Data Subject (solicitor, parent/guardian), please provide evidence of same, e.g. Letter of Authority, Lasting or Enduring Power of Attorney, Evidence of Parental Responsibility, Other - please specify

**Name:**

**Signature:**

**Date:**



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**Checklist: Have you?**

- Completed all sections above
- Provided Proof of your Identity & Proof of Address
- Authorisation to act on behalf of the Data Subject (if applicable)

**Please return your completed application to:**

**Email:** [dataprotection@kilkennycoco.ie](mailto:dataprotection@kilkennycoco.ie)

**Postal Address:** Data Protection Officer,  
Corporate Services,  
Kilkenny County Council,  
County Hall,  
John Street,  
Kilkenny  
R95 A39T





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### Guidance Note

Applicants should note that there are restrictions to some of the rights contained in this form. On this basis general guidance on outcomes cannot be provided and requests from individuals seeking to exercise their rights will be assessed on a case-by-case basis against the various criteria to determine applicability.

#### How to apply:

To ensure your request is managed appropriately the Council has designed this application form.

- Please send completed forms to the Council's Data Protection Officer using the contact information above.
- Security: Before we take action based on this application we need to know who you are to avoid access or changes to your data without your permission. To enable us to offer this protection to your information please enable the Council confirm your identity by providing.
  - A legible photocopy/scanned copy of proof of your identity (e.g. photocopy of passport or driver's license) AND
  - Proof of address (photocopy/ scanned copy of a utility bill with your name on it)

Please note that upon verifying your identity the documentation provided for that purpose will be securely destroyed.

### Right to Make a Complaint

Whilst the right of access to personal data is a fundamental data protection right it is not an absolute one, and is subject to a number of limited exceptions.

If a Data Subject is not satisfied with the outcome of an access request, they are entitled to make a complaint to the Data Protection Commissioner at:

**Postal Address:** Data Protection Commissioner Canal House Station Road  
Portarlinton R32 AP23

**Co. Laois Telephone:** + 353 57 8684800 Lo Call Number: 1890 252 231 Fax: + 353 57 868 4757

**Email:** [info@dataprotection.ie](mailto:info@dataprotection.ie)



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### **Costs and timelines:**

- There is no charge for making an application except in certain very limited circumstances.
- In general we will make a decision within one month of receipt of a valid application.
- If we have doubts as regards identity or insufficient information to enable us to locate your data we may ask for further clarifying documentation. Where this arises the period of time to make a decision will commence upon receipt of the clarifying information.
- In circumstances such as a complex request or receipt of numerous requests, we may require additional time. Where this occurs we will notify you of the extension of the time (by a period up to but not exceeding 2 months) within one month from the date of the receipt of the request.
- Where a decision on an earlier request has issued and a subsequent identical or similar request is made by the same individual, it shall not be accepted unless, in the opinion of the Council, a reasonable interval has elapsed between compliance with the previous request and the making of the current request.

### **Want to know more about your rights?**

Full details of data subject rights are outlined in [Chapter 3 of the GDPR](#) and summary information on Your Rights is contained at [www.kilkennycoco.ie/DataProtection/Information on Data Protection](http://www.kilkennycoco.ie/DataProtection/Information%20on%20Data%20Protection)