**UCD Data Subject Access Request Form**

UCD is required to verify the identity of a person making a data subject access request. What identification is required will vary case-by-case. UCD’s Data Subject Access Request Administrative Officer will inform you of what will be needed in your specific circumstances.

Please note that while this request does not normally incur a charge, a request of particular complexity or volume may result in a fee.

**Section A - please complete this section:**

**Full Name**......................................................................................................................

If you are a current or former student, please give:

**Student number**............................................................................................................

If you are a current or former staff member, please give:

**UCD School or Unit**........................................................................................................

If neither a student nor a member of staff, please indicate below your relationship with the

University, including dates:

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……………………………………………………………………………………………………………………………………………….

**Postal address** ............................................................................................................................

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**Telephone**…………………………………………**Email address**..............................................................

**Section B - please complete this section:**

I,................................................. [name] wish to have access to personal data that I believe the University holds about me as outlined below.

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………………………………………………………………………………………………………………………………………………. Signed................................................................. Date.................................... **Please return this form to:** Data Subject Access Request Administrative Officer,

Office of the DPO, University College Dublin, email to data.protection@ucd.ie