

# Personal Data Rectification/Erasure Request Form

## Dominican College Wicklow

Request to have Personal Data rectified or erased.

Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Important: Proof of identity (eg. official/State photographic identity document such as drivers licence, passport) must accompany this form.

|                  |                   |
|------------------|-------------------|
| Full Name        |                   |
| Address          |                   |
| Contact number * | Email addresses * |

\* The school may need to contact you to discuss your access request

**Please tick the box which applies to you:**

|                                     |   |  |   |  |
|-------------------------------------|---|--|---|--|
| Student<br><input type="checkbox"/> | Parent/guardian<br>of student<br><input type="checkbox"/> | Former Student<br><input type="checkbox"/> | Current Staff<br><input type="checkbox"/> | Former Staff<br><input type="checkbox"/> |
| Age:<br>Year<br>group/class:        | Name of<br>Student:                                       | Insert Year of<br>leaving:                 |   | Insert Years<br>From/To:                 |

I, .....[insert name] wish to have the data detailed below which Dominican College Wicklow holds about me/my child rectified / erased (*delete as appropriate*). I am making this access request under **Section 6** of the Data Protection Acts.

Details of the information you believe to be inaccurate and rectification required OR reason why you wish to have data erased:

You must attach relevant documents as proof of correct information e.g. where a date of birth is incorrect, please provide us with a copy of the official State Birth Certificate. Please note that your right to request rectification/deletion is not absolute and may be declined by <Name of school/ETB> in certain cases. You have the right to complain this refusal to the Office of the Data Protection Commissioner: see [www.dataprotection.ie](http://www.dataprotection.ie) .

Signed ..... Date .....

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**Checklist: Have you:**

- 1) Completed the Access Request Form in full?
- 2) Included document/s as proof of correct information?
- 3) Signed and dated the Request Form?
- 4) Included a photocopy of official/State photographic identity document (driver's licence, passport, etc.)\*.

**\*Note to school:** the school should satisfy itself as to the identity of the individual, and make a note in the school records that identity has been provided but the school should not retain a copy of the identity document.

Please address and return this form to: **Chairperson of the Board of Management,  
Dominican College Wicklow**