



NCI Subject Access Request Form

REQUEST FOR ACCESS TO PERSONAL DATA UNDER THE GENERAL DATA PROTECTION REGULATIONS (GDPR) AND DATA PROTECTION ACT 2018

All data subjects, including students, staff, and users of services provided by the National College of Ireland (the College), have the right to access any personal data that the College holds about them. Under GDPR and the Data Protection Act 2018, data subjects have the right, where appropriate, to

- Access
- Rectification
- Erasure or “the right to be forgotten”
- Restriction of processing
- Data portability
- Objection
- Rights in relation to automated decision making, including profiling

A data subject also has the right to be informed. This includes the right to know

- What information about them is held by the National College of Ireland
- The purpose and legal basis for processing this information
- The categories of personal data processed
- The source of the personal data
- Who the personal data is shared with
- The retention of the personal data

You can consult the Data Protection Policy and Privacy Statement of the National College of Ireland for further information on how NCI processes personal data and your rights. This is available on our website.

Timeline

A decision concerning your request will be made within 30 working days. In some circumstances, the College will need to extend this response period by a further two months if extra time is needed to consider your request. Your request will be proceeded with once your identity has been verified.

Complaints

If you are unhappy with a decision or response concerning your subject access request, you have the right to lodge a complaint with the Data Protection Commission. They will investigate your subject access request further for you.

SECTION 1 – YOUR CONTACT DETAILS (Please use block capitals if handwritten)

The following information will assist the National College of Ireland in correctly identifying the personal data that relates to you. The College may also need to contact you in respect of your request and use the personal data provided on this form.

Surname	
First Name	
Previously known as (if applicable)	
Address	
Eircode	
Telephone Number	
Email Address	

SECTION 2 – YOUR LINK TO THE NATIONAL COLLEGE OF IRELAND

Are you a current/former member of staff?	
If yes, please provide the following:	
1. Staff Number	
2. Department	
Are you a current/former student of NCI?	
If yes, please provide the following:	
1. Student Number	
2. Department and course associated with	
If you are not a student or member of staff, please outline your link/relationship with the National College of Ireland	

SECTION 3 – THE PERSONAL DATA REQUESTED

I request the following personal data that I believe the National College of Ireland holds about me. (Please provide as many specific details as possible to assist us in answering your request)

Please provide us with the relevant period of time or timelines involved

SECTION 4 – IDENTIFICATION AND CHARGES

- Before you are given access to personal data, proof of identity (e.g. student card, staff card, passport, driver’s licence) may be required to ensure that the National College of Ireland does not disclose personal data to the wrong individual
- Copies can be accepted but the National College of Ireland may ask for originals if necessary
- If the data subject request is deemed to be excessive or manifestly unfounded, the National College of Ireland can assess the validity of the request and charge a reasonable fee based on administrative costs
- If further copies of information provided are requested, the National College of Ireland may charge a reasonable fee based on administrative costs

SECTION 5 – DECLARATION

I confirm that all of the details and supporting documents that I have provided in this form, and for this request, are true and complete to the best of my knowledge. I understand this information and the supporting documentation can be used to assist in locating the information I have requested.

Signed:	Date:
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Please return this form to

Email: dpo@ncirl.ie

OR

Information Governance and Data Protection Officer,
Finance Department,
National College of Ireland,
Mayor Street Lower,
Dublin 1,
D01 Y300