



Access Request Form

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

Important: A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's license and a photocopy of proof of address (e.g. utility bill) must accompany this access request form (see note below)

Section A – please complete this section

Full name.....

Postal Address
.....
.....
.....

Telephone*
.....(include area code)

Email address*
.....

* 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 data which I believe GeoDirectory retains on me as outlined below (please include the name of the services and any account/reference number relevant to your access request)

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SignedDate.....



Checklist.

Have you:

Yes No

1. Completed the access form in full?
2. Attached a photocopy of proof of your identity and address?
3. Signed and dated the Access Request Form?
4. Included a cheque or postal money order for €6.35 made payable to GeoDirectory?

If you have ticked *No* to any of these questions, we regret that we cannot process your request.

Please return this completed form and associated documents to:

Data Protection Coordinator
GeoDirectory
3A GPO
O'Connell Street
Dublin 1

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

Office use only

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