



Personal Data Rectification/Erasure Request Form

Request to have Personal Data rectified or erased.

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

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

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

Please tick the box which applies to you:

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

I, _____ *[insert name]* wish to have the data detailed below which Loreto Secondary School, Wexford holds about: me my child , rectified erased I am making this access request under Articles 16 & 17 of the General Data Protection Regulation 2016/679.

Please give 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 Loreto Secondary School, Wexford in certain cases where the school has an overriding legitimate interest in the retention of the data in its current form.

You have the right to complain this refusal to the Office of the Data Protection Commissioner by contacting:

Tel: 1890 25 22 31

Email: info@dataprotection.ie

Or you can download a "Raise a Concern" Form by going to:

https://www.dataprotection.ie/documents/gdpr_forms/Raise_a_Concern_with_Us_Form.pdf

Signed _____

Date _____

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.).

Once Loreto Wexford is satisfied as to the identity of the individual and a note is made in the school records, the school will not retain a copy of the identity document/s you have provided.

Please return this form to: The Principal, Loreto Secondary School, Pembroke Hill, Ballynagee, Wexford.