

# Access Request Form: Request for a copy of Personal Data

**Important: In order for us to deal with your request efficiently a copy of your proof of identity (e.g. passport or driver's licence) should accompany this Access Request Form.**

Please note that we have the right to require that you identify yourself before we will respond to any access request **(see Note below)**.

## Section A

**Full Name**.....

**Postal address\***

.....  
.....  
.....

\* Where you would like us to send you a copy of your Personal Data by post, a copy of your proof of address (e.g. utility bill) should accompany this Access Request Form.

**Telephone/e-mail\***

.....(include area code)

\*You do not have to provide us with your telephone number and / or email address. It is advisable to supply a telephone number and / or email address in order to facilitate Codec contacting you so that any clarifications can efficiently be made where necessary in relation to your request.

## Section B

I, .....[insert name] wish to have access to Personal Data that I believe Codec retains on me as outlined below (to assist us in efficiently dealing with your request, please include the name of service(s) and any account / reference number relevant to your access request):

.....  
.....  
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.....  
.....  
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.....

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

<b>Checklist: Have you:</b>	<b>Yes</b>	<b>No</b>
1) attached a copy of proof of your identity?	<input type="checkbox"/>	<input type="checkbox"/>
2) attached a copy of proof of your address? (where you would like to send a copy of your Personal Data by post)?	<input type="checkbox"/>	<input type="checkbox"/>
3) signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

Please note that we have the right to require that you identify yourself before we will respond to any access request.

## Who Do I Send My Request to

Please return this form:

- to Fiona Daly, Codec-dss Ltd, Hyde House, Adelaide Road, Dublin 2; or
- by e-mail to [info@codec.ie](mailto:info@codec.ie) . If you make a request by email, the information requested will be provided to you in electronic form (where possible), unless you request otherwise.

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

<p><b>Codec Use only:</b></p> <hr/> <hr/> <hr/>
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