

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*

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* 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 WATERFORD AREA PARTNERSHIP CLG 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 WATERFORD AREA PARTNERSHIP CLG retains on me as outlined below (to assist us in efficiently dealing with your request, please include the name of service(s) and any reference number relevant to your access request):

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

Checklist: Have you:	Yes	No
1) Attached a copy of proof of your identity?		
2) Attached a copy of proof of your address? (where you would like to send a copy of your Personal Data by post)		
3) Signed and dated the Access Request Form?		

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 the Data Controller. WATERFORD AREA PARTNERSHIP CLG, Westgate Retail Park, Tramore Road, Waterford
- by e-mail to data@wap.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.

Office Use only: