



Lycée Français d'Irlande

Personal Data Rectification/Erasure Request Form

Request to have personal data rectified or erased

Important: Proof of identity (e.g. 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 and include the requested details where relevant:

Student	<input type="checkbox"/>	Student name:	_____
Parent/guardian of student	<input type="checkbox"/>	Age:	_____
Former student	<input type="checkbox"/>	Current year:	_____
Current staff member	<input type="checkbox"/>	Year of leaving (if past):	_____
Former staff member	<input type="checkbox"/>	Years (from/to):	_____

I, _____ *[insert name]* wish to have the data detailed below that Lycée Français d'Irlande 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 Lycée Français d'Irlande 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 appeal 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 Personal Data Rectification/Erasure 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 (driving licence, passport, etc.)

Once Lycée Français d'Irlande 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, Lycée Français d'Irlande, Roebuck Road, Dublin 14.