



communitycu.ie  

Head Office: Villa Park Gardens, Navan Road, Dublin 7. Phone: 01 869 2553 Email: info@communitycu.ie Website: communitycu.ie

Data Access Request Form

This form should be used to request any copies of your personal data under Section 4 of the Data Protection Acts 1988/2003(the"Act") along with a clear copy of (1) your proof of identity and (2) proof of your address. Please complete all sections, sign and date.

Section A – please complete this section

Full Name:
Postal address:
*Telephone:
*E-mail 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 in accordance with section 4 of the "Act" and request the following copies of data (please give specific details of the data you are requesting, dates, account numbers and any information which will assist us in forwarding the details to you as speedily as possible.)

Signed by: _____

Date: _____

Checklist:

1. Have you provided name, address and contact details?
2. Have you completed all details of the data you require?
3. Please ensure you provide specific dates for data if relevant.
4. Have you signed and dated the form?
5. Have you supplied clear copies of your identification?

In the event of any information supplied being unclear, we may need to contact you to verify your requirement and this will delay the process.

We require proof of the applicant's identity to ensure that the person making this access request is acting legitimately.

Please return this Data Access Form fully completed with all relevant documentation to:

The Data Protection Officer, Community Credit Union, Villa Park Gardens, Navan Road, Dublin 7.

We will endeavour to supply you with the required data within 30 days from receipt of your Data Access Form to our office. In the event of any unforeseen delay, we will keep you informed as to an acceptable delivery date.