



# Comhairle Contae Chill Dara

## Kildare County Council

### Data Protection - Customer Application Form

(Data Protection Act 2018 & General Data Protection Regulation)

(Please read Guidance Note attached to this form)

In relation to my Personal Data I want to - (please select from the following options)

<input type="checkbox"/>	Confirm data is held and/or obtain access
<input type="checkbox"/>	Correct/update my personal data
<input type="checkbox"/>	Object to processing of personal data
<input type="checkbox"/>	Have my personal data deleted
<input type="checkbox"/>	Restrict how my personal data is used

<b>Name: Mr/Mrs/Ms:</b>
<b>Address:</b>
<b>Contact Number:</b>
<b>Email Address:</b>

You do not have to provide all contact details above but providing more, such as email and phone makes it easier to communicate.



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To assist the Council in assigning your request to the correct Department as soon as possible please briefly describe the detail of your request and for example, where relevant, name a specific service or Department.

### Details of your application:

### Checklist: Have you?

- Completed all sections above
- Provided Proof of your Identity & Proof of Address

*Please return your completed application to:*

**E-mail** [dataprotection@kildarecoco.ie](mailto:dataprotection@kildarecoco.ie)

**Postal Address**

Data Protection Officer,  
Kildare County Council,  
Áras Chill Dara,  
Devoy Park,  
Naas,  
Co Kildare. W91 X77F.



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### Guidance Note

Applicants should note that there are restrictions to some of the rights contained in this form. On this basis general guidance on outcomes cannot be provided and requests from individuals seeking to exercise their rights will be assessed on a case-by-case basis against the various criteria to determine applicability.

#### **How to apply:**

To ensure your request is managed appropriately the Council has designed this application form.

- Please send completed forms to the Council's Data Protection Officer using the contact information above.
- Please note we do not accept access requests **via telephone or text message**.
- **Security:** Before we take action based on this application we need to know who you are to avoid access or changes to your data without your permission. To enable us to offer this protection to your information please enable the Council confirm your identity by providing.
  - **a legible photocopy/scanned copy of proof of your identity** (e.g. photocopy of passport or drivers license) **AND**
  - **Proof of address** (photocopy/ scanned copy of a utility bill with your name on it)

Please note that upon verifying your identity the documentation provided for that purpose will be securely destroyed.



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### Costs and timelines:

- There is **no charge** for making an application.
- In general we will make a decision **within one month** of receipt of a valid application.
- If we have doubts as regards identity or insufficient information to enable us to locate your data **we may ask for further clarifying documentation**. Where this arises the period of time to make a decision will commence upon receipt of the clarifying information.
- In circumstances such as a complex request or receipt of numerous requests, **we may require additional time**. Where this occurs we will notify you of the extension of the time (**by a period up to but not exceeding 2 months**) within one month from the date of the receipt of the request.
- Where a decision on an earlier request has issued and a subsequent identical or similar request is made by the same individual, it shall not be accepted unless, in the opinion of the Council, a reasonable interval has elapsed between compliance with the previous request and the making of the current request.

### Want to know more about your rights?

Full details of data subject rights are outlined in [Chapter 3 of the GDPR](#) and summary information on Your Rights is contained at [www.kildarecoco.ie/DataProtection/YourRights](http://www.kildarecoco.ie/DataProtection/YourRights)

**Privacy Information:** The Council uses its CRMS (Customer Relation Management System) to process Personal Data Applications. For details related to the use of this system please [see here](#).