



Data Access Request Form

To receive a copy of your personal data held by Tullamore Credit Union, you are encouraged to submit a written request with the below information to facilitate us in accurately identifying the locations of your personal data and responding to the request as quickly as possible. The request to our Data Protection Officer should also enclose proof of Identification and Address where this has been requested. We will validate and commence working on the request once all necessary information is received.

Please note that under the Data Protection Act 2018, there are several circumstances where Tullamore Credit Union may require additional time or may be obliged to reject the legitimacy of the request or withhold certain information from disclosure. Such circumstances will be notified to the requestor where they are applicable.

Section A

Tullamore Credit Union Ltd. require the following information in order that we can verify your identity:

Member A/C # _____

Name _____

Contact Number _____

Email _____

Address _____

*Whilst 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 to facilitate us in contacting you so that any clarifications can efficiently be made where necessary in relation to your request.

Section B

To help locate your personal data, please clearly state the information you require, with dates where known. Please give us as much information as possible to help us find your data. If your request is for CCTV, you must specify the exact date and time. For call recordings, please provide your phone number.

Please indicate below how you would like to receive your personal data requested (please tick the box):

1. Electronic (Collection) - The files will be put on a USB and available for collection. The files will not be encrypted. You will be asked for photo ID to prove identity upon collection. Files will not be released to any person other than the Member themselves.
2. Electronic (Email) - A link to the file will be sent by email. The files will be encrypted before sending with freely available encryption software. The encryption key will be delivered by SMS or phone call. You may be asked to prove the stated email account is your own. You should ensure that only you have access to the stated email account.
3. Paper Based (Collection) - Files will be printed in a format that can most easily understood. You will be asked for photo ID to prove identity upon collection. Files will not be released to any person other than the Member themselves.

Section C

Validation of Request

We may request proof of the applicant's identity and address to validate the legitimacy of the request we require. To expedite your request, you may wish to include this at the outset. Please indicate any documents supplied:

Proof of Identity:

Driving Licence

Passport

Other (please specify) _____

Proof of Address:

Utility bill

Other official document (please specify) _____

Section D

Declaration of Requestor

I, _____ (insert name) declare, that to best of my knowledge, the information provided on this form is correct and I wish to have access to the Personal Data that I believe Tullamore Credit Union retains on me.

Signed _____

Date _____

Who Do I Send My Request to

Please return this form:

- By post to Data Protection Officer, Tullamore Credit Union Ltd, Patrick Street, Tullamore, Co. Offaly R35 YW58
- By e-mail dpqueries@tullamorecu.ie

Tullamore Credit Union Ltd have a regulatory deadline of one month from receipt of your request. However, if your request is complex then this may be extended by a further two months, and we will advise you of this on receipt.