

DEB Exams Data Subject Access Request Policy

Introduction

At DEB Exams your privacy and data protection rights are important to us. Under the Data Protection Acts 1988 and 2003, and in accordance with the European General Data Protection Regulation (GDPR), we are obliged to adhere to strict rules about how we collect, process and store personal data. Data subjects whose personal data is held by DEB Exams are entitled to ask whether DEB Exams is processing any personal data about that individual and, if so, to be given the following:

- A description of the personal data;
- The purposes for which they are being processed;
- Information on any organisation to whom that personal data is being, or might be disclosed; and
- The source of the personal data.

The data subject can also request a copy of the information held by submitting a valid request to that effect.

Data Subject Access Request Procedure

To see a copy of your own personal data held by DEB Exams you will need to submit a written request to DEB Exams. We have drawn up a **Data Subject Access Request Form** (see below) which you can use to submit your request, but use of this form is not mandatory and we will accept a request in writing. Any request submitted must enclose a proof of identity, such as staff ID card, or a copy of driving licence or passport, as well as proof of address.

DEB Exams will respond as quickly as possible to a subject access request, but has a maximum of 30 calendar days to respond to your request once it has received all the relevant information.

Please note that Section 5 of the Data Protection Act provides that the right of access does not apply in a number of cases, in order to strike a balance between the rights of the individual, on the one hand, and the operational requirements of the organisation on the other. For this reason, there are circumstances under which DEB Exams will withhold certain data from disclosure. These circumstances will be reviewed on a case-by-case basis.

Data Subject Access Request Form

Full Name (Capitals):

Postal address:

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Telephone:

Email:

School Name (if applicable):

School Address (if applicable):

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I (name) wish to make an access request under Article 15 of the GDPR for a copy of any information, in particular those data specified below, that your organisation keeps about me, either on computer or in manual form.

Please describe the personal data which is required in as much detail as possible (optional):

Specific Data:

Specific Data:

Specific Data:

I enclose the following additional information which could help to process the request as quickly as possible:

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Signature: Date:

Print name:

Please submit:

- A copy of official identification (which includes your photo), to verify your identity e.g. driving licence or passport along with this form.
- A recent bill from a utility company as proof of address.

Please return this form to:

DEB Exams, Units 3-4 Fonthill Business Park, Fonthill Road, Dublin 22 , D22 V348. Tel: 01 616 6262