

Access Request Form: Request for a copy of Personal Data

Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Important: A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).

Section A - please complete this section

Full Name.....

Postal address

.....
.....
.....

Telephone/e-mail*

.....(include area code)

* we may need to contact you to discuss your Access Request

Section B - please complete this section

I,[insert name] wish to have access to data that I believe Chartered Accountants Ireland retains on me as outlined below (please include the name of the service(s) and your membership number relevant to your access request)

.....
.....
.....
.....
.....
.....
.....
.....

Signed.....Date.....

Checklist: Have you:	Yes	No
completed the Access Request Form in full?	<input type="checkbox"/>	<input type="checkbox"/>
1) attached a photocopy of proof of your identity and address?	<input type="checkbox"/>	<input type="checkbox"/>
2) included a cheque made payable to Chartered Accountants Ireland in the amount of €6.35?	<input type="checkbox"/>	<input type="checkbox"/>
3) signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: **Data Protection Officer, Chartered Accountants Ireland, Chartered Accountants House, 47-49 Pearse Street, Dublin 2**

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.

Office Use only:

.....
.....
.....