

**Cavan County Council**

**Data Protection – Access Request**

**(Data Protection Act 2018 & General Data Protection Regulation)**

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

|  |  |
| --- | --- |
|  | **Confirm data is held and/or obtain access** |
|  | **Correct/update my personal data** |
|  | **Object to processing of personal data** |
|  | **Have my personal data deleted** |
|  | **Restrict how my personal data is used** |

|  |
| --- |
| **Name: Mr/Mrs/Ms** |
|  |
| **Address:** |
|  |
|  |
|  |
|  |
|  |
| **Contact Number:** |
|  |
| **Email Address:** |

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

**Cavan County Council**

To assist Cavan County 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:**

**Postal Address:** Data Protection Officer

Cavan County Council

Courthouse

Farnham Street

Co. Cavan

H12 R6V2

[dpo@cavancoco.ie](mailto:dpo@cavancoco.ie)