

# Creagh National School

## Appendix A: CCTV Data Subject Access Request Application Form

Under the terms of the Data Protection Acts 1998 and 2003, an individual is entitled to request a copy of his/her personal data recorded on the CCTV system. Please complete this form providing as much information as possible. Please ensure that your request is in compliance with Data Protection Legislation and the school's CCTV policy.

<b>Personal Details</b>	
Name:	
Address	
Telephone Number	
Email Address	
<b>Information Required</b>	
<i>To help find the CCTV Data requested, please complete the following section</i>	
Date of Footage:	Time of Recording (within one hour)
Location within the school grounds	
Description of Incident	
<b>Declaration</b> I confirm that this is all of the personal data to which I am requesting access. I also confirm that I am the Data Subject and not someone acting on his/her behalf. I enclose the relevant fee €6.00 with this application.	
Signed _____ Date: _____	

**Please complete if acting on behalf of the Data Subject**

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name of Data Subject: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signed (**can be signed by parent when acting on behalf of his/her child**)

\_\_\_\_\_ Date : \_\_\_\_\_

Completed form should be returned to:

**The Chairperson Board of Management  
Creagh NS  
Ballinasloe  
Co Galway.**