

CCTV or other GDPR Data Request Form

Access Request:

Request for a copy of Personal Data under the GDPR and the Data Protection Act 2018

Date of Request:

Full Name:

Address:

Contact number:

Email address:

(We ask for this as we may need to contact you to discuss your access request.)

I,[insert name] wish to be informed whether or not Lough Ree East Caravan and Camping holds personal data about me and to be provided with a description of this data and to be informed of the purpose for holding such data.

I am making this access request under Article 15(1) of the General Data Protection Regulation.

AND/OR

I, [Insert name], wish to make an access request for a copy of any personal data that Lough Ree East Caravan and camping holds about me. I am making this access request under Article 15(3) of the General Data Protection Regulation.

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings (otherwise it may be very difficult or impossible for Lough Ree East Caravan and Camping to locate the data).

Signed Date

Checklist:

Have you:

- 1) Completed the Access Request Form in full?
- 2) Signed and dated the Access Request Form?
- 3) Included a photocopy of official/State photographic identity document (driver's licence, passport etc.) *.

*Note: Lough Ree East Caravan and Camping will satisfy itself as to the identity of the individual and make a note in the records that identity has been provided. It **will not retain a copy** of the identity document.