

Personal Data Request Form

Information Manager
Headway
Blackhall Green,
Off Blackhall Place
Dublin 7

[Date]

Dear Sir/Madam,

I wish to make an access request under Article 15 of the General Data Protection Regulation (GDPR)

- I wish to have a paper copy of any information you keep about me, on computer or in manual form.*
- I wish to receive a copy of any information you keep about me in a portable electronic format*
- I wish to have all information you retain about me deleted from your system*
- I wish to have information you have about me corrected (please specify)*

Regards

(signed)

[your name]

Name: *(please print)* _____

Email: *(please print)* _____

Address *(please print):* _____

Request in writing should be made and signed by the applicant in person. Within the terms of the GDPR, Headway will respond to your request for personal data within one month of date of request. Requests should be submitted to: Information Manager, Headway, Blackhall Green, Off Blackhall Place, Dublin 7