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**Data Rectification, Restriction, Erasure**

**or Withdrawal Request Form**

**Notes**

A person is entitled to request rectification, restriction, or erasure of personal data the Board holds about them, subject to certain restrictions.

The Board will respond promptly to a person’s application to rectify, restrict, or erase their personal data and no longer than one month from receipt.

All applicants are asked to complete this form, indicating what personal data they believe is incorrect, misleading or incomplete and what they would like changed.

*Evidence*

* Evidence to support the changes requested is required.
* Proof of identity displaying address will be required for all requests to rectify, limit, or erase personal data.
* Proof of written authority will be required for all requests made on behalf of a data subject.
* All proofs of identity submitted with an application should be photocopies/ scanned versions, not originals.

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| **Section 1. Details of person making request** | |
| **Full Name** |  |
| **Address (incl. Eircode)** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Section 2. Are you the data subject?** | |
|  | **Yes**  **No, I am acting on behalf of the data subject.** |
| **Section 3. Type of request being submitted** | |
| Rectification Withdrawal of consent  Restriction  Erasure | |
| Please clarify the personal data you believe to be incorrect, seek to restrict, or erase.  (e.g. personal details, financial details) | |
| Please set out the reason you believe the personal data is incorrect, should be restricted, or erased. | |
| Please indicate if you are attaching any evidence that would support your request. | |
| **Section 4. Board business unit relevant to your request** | |
| Below please:   * circle the Board business area(s) that you believe possess your personal data; and * indicate the business area’s location. | |

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| **Board Business Unit** | Location (e.g. Athlone) |
| 1. Law Centre |  |
| 1. Family Mediation Office |  |
| 1. Childcare |  |
| 1. Civil Legal Aid |  |
| 1. Corporate Services |  |
| 1. Criminal Legal Aid |  |
| 1. Finance Unit |  |
| 1. Human Resources |  |
| 1. Learning & Development |  |
| 1. Research, Library and Refugee Documentation Centre |  |
| 1. International Protection |  |
| 1. IT |  |
| 1. Legal Services |  |
| 1. Management |  |
| 1. Organisation |  |

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| Please provide any reference number(s) relating to your case/ contact with the Board | | | |
| To assist identify relevant records, please provide details of your interactions with the Board.  (e.g. previously received family mediation letters and attended a family mediation session) | | | |
| Please set out the time period relevant to your request.  (e.g. January 2019-April 2019) | | | |
| **Section 5. Further details** | | | |
| Please provide any additional information which may assist the Board respond to your request. | | | |
| **Applicant Name (Block capitals)**  **Applicant Signature** |  | | |
| **Date** |  | | |
| **Checklist -** I have: | | **Yes** | **No** |
| Completed the Rectification, Restriction, Erasure Request form in full | |  |  |
| Attached proof of my identity (e.g. copy of passport / driving licence) | |  |  |
| Signed and dated the Request Form? | |  |  |

**Please return this form to:**

Data Protection Officer

Legal Aid Board

48-49 North Brunswick Street

Georges Lane

Smithfield

Dublin 7

D07 PEOC

or by email to [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie)

A person dissatisfied with the Board’s response to matters relating to its DPIA approach may then submit a complaint as follows:

Data Protection Commission

21 Fitzwilliam Square

Dublin 2,

D02 RD28,

Ireland.

Phone: 01 765 0100

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Web: www.dataprotection.ie