

PERSONAL INFORMATION ACCESS REQUEST

It is not mandatory to complete this form, but the requested information will help to ensure that we correctly identify you and all the personal data we may hold about you.

TELL US WHO YOU ARE

Your full name	
Your postal address	
Your email address	
Contact telephone	

HELP US TO IDENTIFY YOUR INFORMATION

Are you a previous customer?	
If you are a previous customer, please indicate the approximate date of your last service or purchase if known	
If you are a previous customer, please indicate a customer reference or invoice number if available	
Did you make an enquiry with us at any time? If so, by what method?	

CONFIRM YOUR IDENTITY

Before we can send you personal information, we need to confirm that you are the legitimate data subject. Please confirm that you have enclosed a photocopy or scan of:

- A photo ID (passport, national identity card, public services card, driver's license)
- Proof of address (Utility bill, phone bill, bank or credit card statement header)

CONFIRM YOUR REQUEST

I (your name)..... confirm that I am making this request to access only my own personal information that is held by Nick Cavanagh, trading as Nick Cavanagh Photography, information to which I am entitled under current data protection legislation.

Signature.....

Date.....

Please send this form, along with the supporting documentation and payment of €6.35 to cover the cost of processing your request to Nick Cavanagh Photography, Unit 1, Kenmare Shopping Centre, Railway Road, Kenmare, County Kerry. Please clearly mark the outside of the envelope "DATA ACCESS REQUEST" to ensure it receives priority attention.

We will respond to you within 30 calendar days of receipt of a valid request.