



Please include photographic ID (for example driver's licence, passport etc.) with this Access Request Form.

[illegible][illegible][illegible][illegible][illegible]

\* We may need to contact you to discuss your access request.

### A Section 3 Data Access Request – Information only (No fee)

I, \_\_\_\_\_ [insert name] wish to be informed whether or not Irish Water holds personal data about me, 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 Section 3 of the Data Protection Acts.

## B Section 4 Data Access Request – Information and copies (Fee of €6.35)

I, \_\_\_\_\_ [insert name] wish to make an Access Request for a copy of any personal data that Irish Water holds about me. I am making this Access Request under Section 4 of the Data Protection Acts.

**C Section 6 Data Correction/Erasure (No fee)**

I, \_\_\_\_\_ [insert name] wish to request that Irish Water rectify or, where appropriate, erase inaccurate personal data Irish Water holds about me. I am making this Access Request under Section 6 of the Data Protection Acts.

# Additional information

Please provide as much information as possible to assist Irish Water in locating the data you are interested in accessing (this will ensure we can find the data you require).

Signature:

Date of signing:  /  /

## Checklist

Have you:

- ☐ Completed the Access Request Form in full?
- ☐ For ‘Section 4 Requests’, included a cheque or postal order made payable to Irish Water for €6.35?  
(Please note, there is no fee for requests under section 3 or Section 6)
- ☐ Signed and dated the Access Request Form?
- ☐ Included a photocopy of photographic identity document (driver’s licence, passport etc.)?

## Completed forms should be sent to:

Irish Water, Data Protection Officer, PO Box 6000, Talbot St, Dublin 1 or via email to [dataprotection@ervia.ie](mailto:dataprotection@ervia.ie)

