

## **Data Access Request Procedure**

The Data Protection Acts, 1988 and 2003 (the "Data Protection Acts"), lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed ("processed"). Under section 4 of the Data Protection Acts, individuals ("data subjects") are entitled to make a request for access to their personal data and have the right to have their personal data amended if found to be incorrect.

The purpose of this procedure is to ensure that the Civic Theatre complies with the access request provisions of the Data Protection Acts and to enable individuals to submit data access requests where required.

### **Procedure for Making a Data Access Request**

#### **Making an access request**

If you wish to make a data access request, it must be in writing. There is no requirement to refer to the Data Protection Acts, but it will assist the Civic Theatre if you do so. Please write to the Data Protection Coordinator. Your letter or email (to [niamh@civictheatre.ie](mailto:niamh@civictheatre.ie)) should read something like:

*"Dear ... I wish to make an access request under section 4 of the Data Protection Acts 1988 and 2003 for a copy of any information you keep about me, on computer or in manual form in relation to....."*

To help us to respond to your request, please be as specific as possible about the information you wish to access. Please include any additional details that would help to locate your information - for example, name, address, phone number, email address that you were associated with, etc.

If you wish a third party to submit a data access request on your behalf (e.g. a family member or solicitor), you must provide written authorisation to allow the theatre to disclose your personal data to that third party.

#### **Fees**

No application fee is required to process your data access request.

#### **Identification**

In order to ensure that personal data is not disclosed to the wrong person, you may be required to provide proof of identity before any personal data is released to you.

Acceptable forms of identification include: copy of passport or driving licence; staff/student ID card; copy of bank statement; copy of utility bill. Copies are acceptable in most cases, however we reserve the right to ask to see original documents where necessary. If you are required to provide copies of such documents to the Theatre, they will be securely destroyed once we have verified your identity.

#### **Submitting the request**

All requests for access to personal data held by the Civic Theatre should be sent to:

Niamh Ferry,  
Data Protection Coordinator,  
Civic Theatre,  
Tallaght,  
Dublin 24,  
D24 NWN7  
Tel: 01 4627460  
Email: [niamh@civictheatre.ie](mailto:niamh@civictheatre.ie)

A decision on your request will be made within 40 days of receipt of your request.

### **Right to complain to Data Protection Commissioner**

If you are unhappy with the outcome of your request, you may make a complaint to the Data Protection Commissioner (Canal House, Station Road, Portarlinton, Co. Laois), who will investigate the matter for you. Further details on your rights under the Data Protection Acts are available on the Data Protection Commissioner's website [www.dataprotection.ie](http://www.dataprotection.ie)

### **Review**

This procedure has been approved by the Artistic Director of the Civic Theatre. Any additions or amendments to this or related procedures will be submitted to the Artistic Director for approval or to whatever authority the Artistic Director may delegate this role. The procedure will be reviewed annually by the Data Protection Coordinator in light of any legislative or other relevant developments who will consult as necessary before submitting any amendments for approval.

### **Further Information**

If you have any queries in relation to this procedure, please contact:

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Civic Theatre,  
Tallaght,  
Dublin 24,  
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