



COMHAIRLE CONTAE AN CHLÁIR  
CLARE COUNTY COUNCIL

**Data Protection**  
**Request for Rectification of Personal Data Form DP-SL-02**

Request for rectification of personal data under the Data Protection Act 2018 and the General Data Protection Regulation 2016

<b>Part 1 - Data Subject Personal Details</b> Please complete all fields using block capitals.
Full Name:
Address:
Email address:
Contact telephone number:

<b>Part 2 - Verification of Identity</b> Verification of identity and proof of address are required in order to accurately process your request. Note: Documents provided will not be retained once a response to this query has issued.
I enclose as verification of my identity a photocopy of my:  Passport: <input type="checkbox"/> Driving Licence: : <input type="checkbox"/> Other: <input type="checkbox"/> please specify:
I enclose as proof of my address, a photocopy of:  A Utility Bill: <input type="checkbox"/> A Government Letter: <input type="checkbox"/> Other: <input type="checkbox"/> please specify:
If you are acting on behalf of the Data Subject (solicitor, parent/guardian), please provide evidence of same:  Letter of Authority: <input type="checkbox"/> Lasting or Enduring Power of Attorney: <input type="checkbox"/> Evidence of Parental Responsibility: <input type="checkbox"/> Other: <input type="checkbox"/> please specify:

**Part 3 – Personal Data to be Rectified**

Please provide full details of inaccurate/incomplete personal data you wish Clare County Council to update and rectify, including the period the data was held and any reference numbers relating to your dealings with the council.

Information:

Department name:

Please specify the dates to which your enquiry relates - from:

to:

Reference number(s) (if known):

**Part 4 - Declaration by Requestor**

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name (block capitals):

Date:

**Please return your completed form, along with accompanying documentation to:**

Data Protection Officer  
Clare County Council  
Áras Contae an Chláir  
New Road  
Ennis  
Co. Clare  
V95 DXP2  
Telephone: 065 682 1616  
Email: dpa@clarecoco.ie

**Checklist**

Have you:

- |   |        |
|---|--------|
| 1. Completed the Request for Rectification form in full -                         | YES/NO |
| 2. Signed and dated the declaration on the form -                                 | YES/NO |
| 3. Included an appropriate form of Photo ID -                                     | YES/NO |
| 4. Included a copy of a recent utility bill or government letter -                | YES/NO |
| 5. Included a letter of consent to Solicitor/Parent/Guardian (where applicable) - | YES/NO |

**Privacy Statement**

Clare County Council processes all personal information in accordance with the General Data Protection Regulation 2016 and the Data Protection Acts, 1988 to 2018.

The personal information (data) collected on this form, including any attachments, (which may include collection of special category data) is collected for the purpose of processing this application and any data collected is subject to Clare County Councils privacy statement which can be found at -

[www.clarecoco.ie/privacy-statement](http://www.clarecoco.ie/privacy-statement)