



Data Subject Access Request Form

Introduction

This request is made by a previous year's applicant (you) to the Central Applications Office (Universities and other Higher Education Institutions) (mentioned below as 'CAO') for access to the personal data held, as part of your application, by the CAO (and any higher education institutions (mentioned below as 'HEI') you have applied to) under article 15 of Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) (mentioned below as 'GDPR').

In order to process the request, you must print this form, enter the details required below, sign and date this request form and return via post to the CAO. All requests should be addressed to:

Data Protection Officer,
Central Applications Office,
Tower House,
Eglinton Street,
Galway.

Information Required to Process Request

Name: *(as it appeared on your CAO application)*

CAO Number:
(If known)

Year of
Application:

Address: *(As it appeared on your application)*

Date of Birth:

Email: *(As it appeared on your CAO application, if known)*

Current Email: *(For correspondence, if different from above)*

Telephone
Number:



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Acknowledgement

By signing and submitting this form to CAO, you are acknowledging that CAO will keep the form on file for any future correspondence with you.

CAO will respond to your request within 30 days from the date of receipt of your completed form.

Signature: _____

Date: _____