Request to Correct/Update Personal Data

Article 16 of GDPR allows for a Data Subject* to request the HEA or Irish Research Council to **Correct or Update** your personal data. If you wish to make such a request please complete this form and submit it, with proof of identity that you are the Data Subject[1], to the Data Protection Officer, Higher Education Authority, 3 Shelbourne Buildings, Shelbourne Road, Dublin 4, or email it to: dataprotection@hea.ie.

If you are making the request on behalf of a Data Subject, an authorising letter signed by the Data Subject with proof of the Data Subjects identity must be submitted.

In order to process your request, the HEA/IRC may need to contact you to request additional information or to seek clarification. We will confirm the outcome of your request within 30 days of receiving your request.

PLEASE COMPLETE IN BLOCK LETTERS

1. Details of Data Subject:	
Name:	
ID provided:	
Contact Number:	

2. Request to have personal data CORRECTED or UPDATED Please provide details of the Personal Data you require to be corrected or updated

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[1] Data Subject is the individual who has a right to request access to their Personal Data and is the person who is the subject of the Personal Data in question.

GDPR Form 2 – Amendment/update of personal data – July 2019

3. Declaration of Requester
I hereby declare and confirm that all information and supporting documents provided by me in connection with this Request are true, accurate and complete. I understand that it will be necessary for the HEA/IRC to verify my identity and that the HEA/Council may contact me for more detailed information in order to process my request. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.
Name (Block Capitals):
Signature:
Date:

4. For Internal Use Only			
Application Reference No.			
Received by:		Date:	
Referred to:		Date:	
Date Request Actioned:			
Date Requester Notified			
Comments			