



Alumni records: 

Date: Thursday, 23rd June 2011
Updated: Thursday, 25th April 2013

To: Head of the Irish School 

Dublin 6

CC: - **Dr Gilian Wylie,**
- **Dr Etain Tannam,**
- **Dr Ina Merdjanova,**
- **Dr Iain Atack.**

Irish School  **Dublin 6**

Personal Data Access Request.

Dear Head of the Irish School , pursuant to section 4 of the Data Protection Act 1988 and section 5 of the Data Protection Act 2003 (Amendment of section 4/right of access/of Principal Act) I wish to make a data access request **for a copy of any information** Irish School  keep about me, on computer, in manual form or in any other electronic form.

I require the following:

Please, provide me with full access to my personal data. These will include all hard copy data and all electronic data from which I can be identified, and whether information  keep about me has ever been passed on to anyone else. This particularly relates to:

- Full contents (together with the manner of filling) of my file(s) with 
- Data relating to any changes made to the manner in which the file(s) is or are made to include all application documents,
- All Copies of correspondence of any kind sent to and received from me and other file holders.
- Please, also confirm who has access to my data (in particular the file) and provide a precise list of when and by whom my data were accessed.

- Please note that Irish School [REDACTED] have forty days, at the disposal, to comply with this data access request. Failure to do so, any attempt to produce or producing any data withheld from me in the course of any proceedings of any kind is not legally acceptable.

I enclose herewith the cheque in the sum of €6.35 in respect of your fee in this matter.

I look forward to hearing from You as soon as ever possible.

Yours faithfully,

[REDACTED]

In [REDACTED] 25th April 2013

DUE 06th June 2013, Thursday

Evidence of reception:

Head of the Irish School



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Track your item

Tracking Results

The following are the results(s) of the item(s) for which we presently have an electronic file. For a full history of the item please click on the item number.

If you require a delivery record, please select the item(s), placing a tick in the Delivery Record Check Box, and click on Request Delivery Record.

An Post No.	Sender No.	Status	Location	Date	Receiver Name	Country of Origin	Delivery Record?
RL 401 000 762 IE		DELIVERED	DUBLIN 6,	26-Apr-13 09:57	TINA ELLEN	IRELAND	☐

Request Delivery Record



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An Post No.	Sender No.	Status	Location	Date	Receiver Name	Country of Origin	Delivery Record?
RL 401 000 776 IE		DELIVERED	DUBLIN 6,	26-Apr-13 09:57	TINA ELLEN	IRELAND	☐

Request Delivery Record



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An Post No.	Sender No.	Status	Location	Date	Receiver Name	Country of Origin	Delivery Record?
RL 401 000 780 IE		DELIVERED	DUBLIN 6,	26-Apr-13 09:57	TINA ELLEN	IRELAND	☐

Request Delivery Record



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An Post No.	Sender No.	Status	Location	Date	Receiver Name	Country of Origin	Delivery Record?
RL 401 000 793 IE		DELIVERED	DUBLIN 6,	26-Apr-13 09:57	TINA ELLEN	IRELAND	☐

Request Delivery Record



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Tracking Results

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An Post No.	Sender No.	Status	Location	Date	Receiver Name	Country of Origin	Delivery Record?
RL 401 000 802 IE		DELIVERED	DUBLIN 6,	26-Apr-13 09:57	TINA ELLEN	IRELAND	☐

Request Delivery Record