

# Rectification Request Form

**Account Number:** \_\_\_\_\_

(where applicable)

Under Article 16 of the General Data Protection Regulation 2016/679 (GDPR), you are entitled to request us to rectify any personal data we hold about you that may be inaccurate. The request to the Data Protection Officer (DPO) of Cairde Credit Union Ltd (CCU) should also enclose proof of Identification and Address. CCU will validate and commence working on the request once all necessary information is received.

## DATA SUBJECT CONTACT DETAILS

**Name** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Home Tel** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

## FURTHER DETAILS

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you would like us to correct. Your request should specify the data that is incorrect or incomplete, and include a supplementary statement you would like us to record if necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VALIDATION OF REQUEST

Please note that to validate the legitimacy of the request, CCU requires proof of the applicant's identity and address. Please provide:

**Proof of Identity** Driving Licence ☐ Passport ☐ Other (please specify) \_\_\_\_\_

**Proof of Address** Utility bill ☐

Other official document (please specify) \_\_\_\_\_ (must be within last 3 months)

## DECLARATION OF REQUESTER

I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) CCU must confirm proof of identity and may need to contact me again for further information; and (2) my request will not be valid until CCU receives all of the required information to process the request.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicable law may allow or require us to refuse to correct your personal data, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot correct your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

## PLEASE RETURN THE COMPLETED FORM BY POST OR EMAIL

**Post:** Data Protection Officer, Cairde Credit Union, 3 – 6 Parnell Street, Dungarvan, Co. Waterford.

**Email:** [dpo@cairdecu.ie](mailto:dpo@cairdecu.ie)