



# Data Protection Subject Access Request (SAR) Application Form

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

## *Notes:*

- 1. In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.*
- 2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a reasonable fee may apply.*
- 3. You may contact our Data Protection Officer to assist you in the completion of this Form.*
- 4. A copy of our Privacy Statement is available at [www.stpatrickskilkenny.com](http://www.stpatrickskilkenny.com)*
- 5. We will endeavour to respond to you within one month of receipt of the request. This one-month period may be extended by a 2 further months, where necessary, taking into account the complexity of the request. If an extension is necessary, we will inform you of any extension within one month of receipt of the request, giving you the reason why.*

## **Data Retention**

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**.

Title: Subject Access Request Form

Author: Data Protection Officer

Date: 28.05.2019

## Part 1 – Details of Data Subject (Your Details)

### *Contact Details (in block capitals):*

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address (where applicable): \_\_\_\_\_

## Part 2 – Details of Request

### **Help Us to Help You!**

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. please state the area(s) of the organisation your data may be located or you have corresponded with/the types of applications you may have made, etc).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data).

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Please provide us with any reference numbers relating to your contact with us in the past (e.g. previous correspondence references, case reference numbers, etc.).

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Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. (e.g. by providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently).

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## Part 3 - Declaration

I declare that all the details I have provided in this Form are true and complete to the best of my knowledge.

Signature of Requester: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed Form by post to:

**Data Protection Officer  
S Patrick's Centre  
Kells Road  
Kilkenny**

Or by e-mail to:

[aine.forde@stpatrickskilkenny.ie](mailto:aine.forde@stpatrickskilkenny.ie)

Or by phone:

056 772 2170

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. 0761 104 800 or by email at: [info@dataprotection.ie](mailto:info@dataprotection.ie).

## Part 4 - Checklist

Please remember to check that you have:

- |   |   |        |
|---|---|--------|
| 1. Completed the Subject Access (SAR) Request form in full          | - | YES/NO |
| 2. Signed and dated the Declaration on page 4                       | - | YES/NO |
| 3. Provided us with sufficient details to locate your personal data | - | YES/NO |
| 4. Provided adequate Proof of Identity                              | - | YES/NO |

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