



## Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018. Please complete all parts.

### Part 1 – Details of Data Subject (person making request)

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

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

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

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

Email Address (where applicable): \_\_\_\_\_

### Part 2 – Details of Request

Requesters should include any details that will help the organisation locate their personal data. For example, please state the area(s) within the Department to which the data relates:

\_\_\_\_\_

\_\_\_\_\_

Please provide any reference numbers relating to your contact with the Department:

\_\_\_\_\_

Please outline details of the data sought:

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### **Part 3 – Verification of Identity**

In order for us to verify your identity, please provide a copy of photographic ID (Public services card/passport/Irish driving licence or Learner Permit) and proof of address in the form of a copy of a recent utility bill, bank statement, or official correspondence such as from the Revenue Commissioners, or Department of Employment Affairs and Social Protection.

***Please note that the Department will be unable to commence processing your request, or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is in order to ensure that personal data is not accidentally disclosed to the wrong person.***

### **Part 4 - 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 Unit,  
Department of Housing, Planning and Local Government,  
Newtown Road,  
Wexford.  
Y35 AP90

**Or by email to**  
[data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)

## Checklist

Have you:

		Yes	No
1. Completed the Subject Access (SAR) Request form in full	-	<input type="checkbox"/>	<input type="checkbox"/>
2. Signed and dated the Declaration on the SAR form	-	<input type="checkbox"/>	<input type="checkbox"/>
3. Included a photographic ID	-	<input type="checkbox"/>	<input type="checkbox"/>
4. Included a copy of a recent utility bill or Government letter	-	<input type="checkbox"/>	<input type="checkbox"/>

### Subject Access Requests

#### PRIVACY STATEMENT

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the personal data that we collect are no longer required, we destroy or delete them in a secure manner. The Department's Data Protection Policy, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject, is available at on the Department's website. The policy is also available in hard copy upon request.

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. 1890 252231 or by email [info@dataprotection.ie](mailto:info@dataprotection.ie).