

**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 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:*** [enterprise.gov.ie/en/Privacy-Statement](https://enterprise.gov.ie/en/Privacy-Statement/)

**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**.

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| **Part 1 – Details of Data Subject (Your Details)** |

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

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

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

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

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

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

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

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| **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 Department/Office 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 2022 – 31 December 2022* 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**

**Department of Enterprise, Trade and Employment**

**23 Kildare Street**

**Dublin 2**

**D02 TD30**

Or by e-mail to:

dataprotection@enterprise.gov.ie

Further information on Data Protection:

**Data Protection Commission**

Irish Supervisory Authority for Data Protection issues

See: [www.dataprotection.ie](http://www.dataprotection.ie)

Contact Information is also available at:  [www.dataprotection.ie/en/contact](https://www.dataprotection.ie/en/contact/how-contact-us)

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| **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