



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Subject Access Request Form

Request for Access to Personal Data under the General Data
Protection Regulation (GDPR) 2018

Please complete all parts.

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

Please use block capitals

Full Name:

Address:

Eircode:

Contact Phone Number:

Email Address (where applicable):

Part 2 – Details of Request

The details of my request are:

To assist us in identifying and locating the personal data sought, please ensure that you provide details of your interactions with our various Offices and Divisions, as well as any specific identifiers (e.g. any previous addresses, date of birth, reference numbers from previous contacts with us etc.).

The period of time for which data is sought:

Please indicate the timeframe for your request (e.g. July 2016 or January 2015-April 2017)

Further details:

Please provide any extra information you have which may assist us in responding to your request

Part 3 – Verification of Identity

In order for us to verify your identity, please provide:

1. Copy of one of the following forms of photographic identification¹:
Please tick whichever provided.

- Current Passport
- Current Driving Licence
- Public Services Card

AND

2. Copy of a recent Utility Bill or Government issued letter

Part 4 – Form of Communication

I request you to forward all correspondence in relation to this request by:
Please tick as appropriate

- Postal Address provided above
- Email Address provided above

Signature of Requester _____

Date _____

¹ If you are an applicant for International Protection a temporary residency card is acceptable.

Please return the completed form by post to:

Data Protection Officer
Department of Justice and Equality
51 St. Stephen's Green, Dublin 2

Or by email to:

subjectaccessrequests@justice.ie

Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the SAR form - YES/NO
3. Included the specified photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO

For further information, please visit:

- http://www.justice.ie/en/JELR/Pages/Data_Protection
- DJE DP Website
- Data Protection Commissioner – www.dataprotection.ie

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Privacy Notice

1. The Data Protection Support and Compliance (DPSC) Office of the Department of Justice and Equality collects the data you provide in this form. The data controller for the information you provide is the Department of Justice and Equality. The data controller's contact details are:

Data Protection Support and Compliance Office
Department of Justice and Equality
51 St. Stephen's Green
Dublin 2

Email – subjectaccessrequests@justice.ie
Telephone – 01-6028601

2. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
3. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR).
4. The personal data provided here will be stored securely on DJE IT servers.
5. The contact for any queries in relation to this form is Data Protection Support and Compliance Office at subjectaccessrequests@justice.ie.
6. This data will be stored for 5 years from the date of the Subject Access Request or for as long as is needed to respond to the request and implement any further requests from the data subject e.g. rectification, erasure, etc. whichever is later.
7. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Support and Compliance Office at the address listed at 1 above documenting the inaccuracies which need to be rectified.
8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in the Department of Justice and Equality Data Protection Policy available at:

http://www.justice.ie/en/JELR/Pages/Data_Protection