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| Subject Access Request Form Under the General Data Protection Regulation (GDPR) it is you right to request a copy of any personal data that we hold on you. Please note that this form is to aid the Subject Access Request process. Further information on the Subject Access Request process can be found at [PLEASE INSERT RELEVANT WEBSITE ADDRESS] | |
| Name (Last, first, middle initial) | Date |
|  |  |
|  | Form of I.D Supplied\* |
|  |  |
| Address |  |
|  |  |
| Primary phone number | Other phone number | Email address |
|  |  |

**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.).

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**The period of time for which data is sought:**

*Please indicate the timeframe for your request (e.g. October 2018 or January 2019-April 2020)*

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**Further details:**

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

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form by post to:

Grace Kelly

Data Protection Office

DPD Ireland

Head Office

Athlone Business Park,

Dublin Rd,

Kilmacuagh (Castlemaine),

Athlone,

Co. Westmeath

Phone: 090 6420500.

Fax: 090 6494831.

Or by email to: **yourdata@dpd.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. Provided adequate Proof of Identity - YES/NO

For further information, please visit:

* Data Protection Commission – [www.dataprotection.ie](http://www.dataprotection.ie)

**Subject Access Request Form**

**Privacy Notice**

1. The Data Protection Office of the Department of DPD Ireland collects the data you provide in this form. The data controller for the information you provide is the DPD Ireland. The data controller’s contact details are:

Grace Kelly

Data Protection Office

DPD Ireland

Head Office

Athlone Business Park,

Dublin Rd,

Kilmacuagh (Castlemaine),

Athlone,

Co. Westmeath

Phone: 090 6420500.

Fax: 090 6494831.

Email: yourdata@dpd.ie.

1. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
2. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.
3. The personal data provided here will be stored securely on DPD Ireland controlled servers.
4. The contact for any queries in relation to this form is Data Protection Office at:

Grace Kelly

Data Protection Office

DPD Ireland

Head Office

Athlone Business Park,

Dublin Rd,

Kilmacuagh (Castlemaine),

Athlone,

Co. Westmeath

Phone: 090 6420500.

Fax: 090 6494831.

Email: yourdata@dpd.ie.

1. 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. 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.
2. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Office at the address listed at 1 above documenting the inaccuracies which need to be rectified.
3. 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.