



An Roinn Cosanta
Department of Defence

Data Subject Rights Request Form

Request for Data Subject Rights under the General Data Protection Regulation
and / or the Data Protection Act 2018

[PLEASE COMPLETE ALL PARTS & USE BLOCK CAPITALS](#)

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

Contact Details:

Full Name:

Address:

Eircode:

Contact Phone Number:

Email Address (where applicable):

Part 2 – Details of Request

Please indicate which right(s) you wish to request by marking '√' in the appropriate box or boxes below:

Right to rectification	
Right to erasure	
Right to restrict processing	
Right to data portability	
Right to object	
Right not to be subject to automated processing or profiling	
Right to withdraw consent	

The details of my request are:

To assist us in responding to your request please provide details of your interactions with the Department and any specific identifiers e.g. previous addresses, reference numbers, date of birth etc. (Please also see Addendum)

The time period relating to my request:

Part 3 – Verification of Identity

In order for us to verify your identity please provide the following:

1. A copy of your photographic identification, such as:
 - Current Passport
 - Current Driving Licence
 - Public Services Card

And

2. A copy of a recent (within 6 months) Utility Bill or Government issued letter

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 to:

Data Protection Officer
Department of Defence
Station Road
Newbridge
Co. Kildare
W12 AD93

Email: dataprotection@defence.ie

Checklist

Have you:

Completed the Request form in full

Signed and dated the Declaration (Part 4)

Included a copy of photographic identification

Included copy of a recent Utility Bill or Government issued letter

✓

Further information

- The website of the Data Protection Commission – www.dataprotection.ie
- Contact the Data Protection Commission by phone at +353 578684800 or +353 761104800 or by emailing info@dataprotection.ie

Data Subject Rights Request Form - Addendum

The Department of Defence has a number of data holdings. You can reference the data holding related to your request by marking '√' in the appropriate box or boxes below:

Data holdings set out below that may contain personal data	√
Payroll, pensions, allowances	
Human Resources	
Office Administration	
Lists of suppliers	
Contracts awarded	
Financial transactions with individual	
Contractors	
Other	

Data Subject Rights Request Form - Privacy Notice

The Data Protection Office of the Department of Defence collects the data you provide in this form. The data controller for the information you provide is the Department of Defence. Contact details as follows:

Data Protection Office
Department of Defence
Station Road
Newbridge
Co. Kildare
W12 AD93

Email: dataprotection@defence.ie

Phone: 045-452190 and 045-452030

The personal data you provide in this form may be used for the purpose of responding to your request.

The legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The personal data provided in this form will be stored securely on Department of Defence systems for as long as is needed to respond to this request and implement any further requests from you.

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 our Data Protection Policy available from the Data Protection Office or on our website www.defence.ie