

[Appendix A]



An Roinn Cosanta  
Department of Defence

## Subject Access Request Form

Request for Access to Personal Data under Article 15 of the General Data Protection Regulation and / or Section 90 of the Data Protection Act 2018

PLEASE COMPLETE ALL PARTS

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

PLEASE USE BLOCK CAPITALS

#### Contact Details:

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 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 for which the data is sought:**

---

---

**Any additional information that may assist in responding to your 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](mailto:dataprotection@defence.ie)

## Checklist

Have you:

Completed the Subject Access Request (SAR) form in full

Signed and dated the Declaration

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](http://www.dataprotection.ie)
- Contact the Data Protection Commission by phone at +353 578684800 +353 761104800.

## Subject Access Request Form

### Addendum

The Department of Defence has a number of data holdings. You can request personal information held under one or more of these data holdings 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	

# Subject Access 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](mailto: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 subject access 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 your request and implement any further requests from you e.g. rectification, erasure, etc.

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 above.

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 our Data Protection Policy available from the Data Protection Office or on our website [www.defence.ie](http://www.defence.ie)

-----