



An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

## SUBJECT ACCESS REQUEST FORM

Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018

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**Important:**

1. Please complete all sections in BLOCK capitals.
2. Proof of identity must accompany this Subject Access Request form.
3. Where a request is manifestly unfounded, excessive, of a repetitive nature, or where more than one copy is sought, a fee may apply.

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**Section A –Details of Data Subject (person making request)**

**Full Name:**

**Postal Address:**

**Telephone Number:**

**Email Address:  
(if applicable)**

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## Section B – Details of request

**In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018, I request access to my personal records as detailed below.**

In the space provided below, please describe the personal records you are requesting, as fully as you can. The Data Protection legislation only provides for access to the personal data of the requester. Third party information will not be released.

If you have had dealings with the Department in any of the following areas, and would like your information obtained from those areas, please tick the boxes below to assist the Department in finding your information.

Tourism	Tourism Industry	Product Development	Tourism Policy & Marketing		
Arts & Culture	Arts Film & Investment	Cultural Support	Live Performance Unit	Cultural Schemes	Cultural Policy & Institutions
	National Archives	Commemorations	Culture Ireland	Creative Ireland	
Gaeltacht	An Ghaelge taobh amuigh den Ghaeltacht	Gaeltacht & Pleanáil Teanga	An Foras Teanga & An Brainse Logainmeacha		
Sport	Sports Policy	National Sports Campus	Sports Capital Programme	Major Events	

Media	Broadcasting Policy	Online Safety Policy			
Corporate	Corporate Governance	Human Resources, Learning & Development	Internal Audit	Finance Unit	Information Technology
	Minister's Office	Minister's Constituency Office	Minister of State's Office	Secretary General's Office	Project Ireland 2040

Please indicate the period of time for which your data is being sought:

Please provide any reference numbers relating to your contact with the Department:

Any other additional information that might assist the Department with finding your personal information:

My preferred form of access is (please tick as appropriate):

Electronic copies of the records by email

Hard copies of the records by post

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## Section C – Verification of Identity

We cannot process a Subject Access Request without proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately. Please therefore provide a copy of your photographic identification, such as:

- Valid passport **OR**
- Irish driving licence or learner permit (new credit card format) **OR**
- Irish Public Services Card

### **AND**

- A copy of a utility bill, e.g. gas, electricity, television, broadband – must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable.

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## Section D – Declaration

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant:

Date:

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## Section E– Checklist

Have you:      Yes      No

Completed, signed and dated the Subject Access Request Form

Attached a photocopy of proof of your identity and address

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**Please return the completed form to:**

Data Protection Officer  
Department of Tourism, Arts, Culture, Gaeltacht, Sports and Media  
23 Kildare Street  
Dublin 2  
D02 TD30

Email: [data.protection@tcagsm.gov.ie](mailto:data.protection@tcagsm.gov.ie)

## **Subject Access Requests**

### **PRIVACY STATEMENT**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. This may involve providing your data to a number of areas within the Department in order to collate the personal data involved. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy.