



## **Subject Access Request Form**

Request for Access to Personal Data under the  
EU General Data Protection Regulation [GDPR] 2018.

*Please complete all parts*  
*Please 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

*To assist us in identifying and locating the personal data sought, please ensure that you provide details of your interactions with this Department in the past as well as any specific identifiers (e.g. the area(s) you have corresponded with and any previous addresses or 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. July 2021 – April 2022)*

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**Details of the data sought:**

*Please outline details of the data sought and any extra information which may assist us in responding to your request*

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**Please note:**

**Where a request is manifestly unfounded, excessive, of a repetitive nature of where more than one copy is sought, a fee may apply.**

### 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 identification:  
*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

## Part 5 - 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 \_\_\_\_\_

## 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

***Please return the completed form by post to:***

Data Protection Officer (DPO)  
IRMU Division  
Department of the Taoiseach  
Government Buildings  
Upper Merrion Street  
Dublin 2,  
D02 R583

***Or by email to:***

***e-mail:***      **dpo@taoiseach.gov.ie**

***For further information, please visit:***

- Department of the Taoiseach section on Website [www.gov.ie](http://www.gov.ie)
- Data Protection Commission Website [www.dataprotection.ie](http://www.dataprotection.ie)