Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018.

Note: Proof of identity must accompany this Subject Access Request form.

Please complete all parts.

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

Contact Details *(in block capitals)*:

Full Name:

_____

Address:

_____

_____

_____

Contact Phone Number:

_____

Email Address (where applicable):

_____

Part 2 – Details of Request

To assist us in locating the data requested, please include details of your interactions with this Department in the past (e.g. please state the area(s) you have corresponded with / the types of applications you may have made etc.)

_____

_____

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_____

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

_____

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_____

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

_____

_____

Please outline details of the data sought.

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Part 3 – Verification of Identity

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

- Your name
- PPS number
- Postal address
- Provide a copy of photographic ID (Public services card/passport/drivers licence).

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 by email to sars@welfare.ie
or by post to:

     Subject Access Requests

     Social Welfare Services Office

     Shannon Lodge

     Carrick on Shannon

     Co Leitrim

Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. 1 890

252231 or by email on info@dataprotection.ie.

Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full   -   YES/NO

2. Signed and dated the Declaration on the SAR form   -   YES/NO

3. Included a photographic ID   -   YES/NO