

Department of Finance

Subject Access Request Form

Request for Access to Personal Data under the
General Data Protection Regulation (GDPR) 2018

Please complete all parts.

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

Please use block capitals

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 identifying and locating the personal data sought, please provide details of your interactions with our various Divisions, as well as any specific identifiers (e.g. any previous addresses, date of birth, reference numbers from previous contacts with the Department etc.).

The period of time for which data is sought:

Please indicate the timeframe for your request (e.g. July 2016 or January 2015-April 2017)

Further details:

Please provide any extra information you have which may assist us in responding to your request

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

Signature of Requester _____

Date _____

Please return the completed form by post to:

Data Protection Officer
Department of Finance
Government Buildings
Upper Merrion Street
Dublin 2
D02 R583

Or by email to: dataprotection@finance.gov.ie

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