An Roinn Leanaí, Comhionannais, Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality, Disability, Integration and Youth

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Subject Access Request Application Form – Records relating to the Mother and Baby Homes Commission of Investigation

[Please note that this Subject Access Request form only relates to the Mother and Baby Homes records. There is no legal requirement to complete this form, but it may help to remove any ambiguity to the request, and may assist in locating the information you are looking for more readily, and ultimately enable the more timely delivery of a response]

February 2022

Privacy:
The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) is committed to protecting the rights and privacy of individuals in line with both European Union and Irish data protection law. For information about how the Department processes your personal data, please use the following link to access the *'DCEDIY Privacy Notice'.*
In addition, the Department has a separate Privacy Notice that is specific to records relating to the Mother and Baby Homes Commission of Investigation (MBHCOI) which can be accessed via the following link *'Transfer of records from the Mother and Baby Homes Commission of Investigation'.*

Subject Access Request Form

Request for access to Personal Data
General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.
Please complete all parts of this Form in full.

Part I – Data Subject Details

First Name	
Last Name	
Name(s) used previously (if applicable)	

The Department cannot act on your request unless you confirm your identity. You can do this by providing identification.

To verify my identity I am providing a copy of my:

(i) Passport	
(ii) Driving License	
(ii) Other- e.g. other form of Photo ID, which preferably includes date of birth.	

Address*	

**** Proof of address is required only if you are requesting to have a hardcopy response to your request forwarded to you. If you are satisfied to receive records electronically you do not have to provide proof of your address.*** *If applicable, please provide proof of your current address (e.g. a photograph or scanned copy of the address portion at the top of one of the following - a recent utility bill or a letter addressed to you from a Government Department).*

Previous Address (es)

Date of Birth

Preferred Contact method

By post ☐

By phone? ☐

By email? ☐

Phone no:

Email address:

Part II – Details of request:

To assist us in locating the personal data you are requesting, please include as much specific detail as possible in relation to this request (e.g. please state the institution(s) you were resident in).

The full list of the institutions covered by the Commission of Investigation is available here**.** On the dissolution of the Mother and Baby Homes Commission of Investigation, the records of the Commission were transferred to the Department.

Please tell us the relevant period of time or timelines involved (e.g. 01 January 2018 - 31 December 2018) for which you are seeking the personal data.

Institution name	From	To	Any other comment

Note re "mixed personal data":
The Mother and Baby Home (MBH) archive consists largely of "mixed personal data", which is personal data that simultaneously relates to two or more people. Where another person would be affected by the request, their rights and freedoms must be taken into account. If you believe that your request may involve a significant amount of mixed personal data relating to you and another person (e.g., if you were born in a Home and your request also relates to your birth mother), please state if you know whether the other person is;

Living or ☐
Deceased or ☐
I don't know ☐

If you know that the other person is deceased, please provide a copy of their death certificate or other relevant evidence, if available. If not available, please provide details in the following space to explain why you believe the other person is deceased. This information will help us to determine what data may be provided to you.

Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data (by providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently).

Part III – Declarations.

- If you are requesting access to your own personal data please complete **Declaration A only** and then proceed to the Checklist.
- If an agent (a relative or friend) is requesting data on behalf of the Data Subject, **Declarations A, B and C** should be completed before moving to the Checklist.

Declaration A

[To be signed by the 'Data Subject']

This section must be signed by the data subject making the request.

I confirm that the information supplied is correct and that I am the person to whom it relates.

Signature:

Date:

Declaration B

[To be signed by the 'Data Subject' where a person is being appointed to act as agent on their behalf.]

This section must be signed by the Data Subject making the request.

I confirm that the person named below in Declaration C has authority to act on my behalf in this request and that they have undertaken to provide to me any information about me which the Department discloses to them.

Signature:

Date:

Declaration C

[To be signed by a person who is acting on behalf of the 'Data Subject'.]

If you are not the owner of the data, are you acting on behalf of the individual?
If 'yes', please provide their written authority (i.e. the individual must have signed **Declaration B** above), together with proof of their identity and provide your name, address, contact details, date of birth. Please describe your relationship with the individual (you should enclose proof of your ID).

Declaration of authority to act on behalf of a Data Subject.
[Please note that information can only be disclosed to those agents/individuals who have signed the form (below).]

I confirm that I have the authority to act on behalf of the Data Subject named in this request and that their information will be disclosed to them through me.

Signature

BLOCK CAPITALS

Date

Relationship to Data Subject

Do you have written authority to act on behalf of the Data Subject? (Yes*/No?)

*** If yes, please ensure that Declaration B has been signed by the Data Subject.**

Part IV – Checklist-
Please answer 'Yes' or 'No' within each of the boxes below.

Please remember to check that you have:

1. Completed this Subject Access Request (SAR) form in full: ☐

2. Signed and dated the Declaration(s) above, as appropriate: ☐

3. Provided us with sufficient details to locate your personal data: ☐

4. Provided adequate proof of Identity: ☐

5. Provided adequate proof of address (as appropriate): ☐

6. Provided proof of written authority ☐

(i.e. Declaration B must be signed by the Data Subject where another person is acting on behalf of the Data Subject, Declaration C must be signed by the person authorised).

Please return the completed form to:		
	Postal Address	Department of Children, Equality, Disability, Integration and Youth Information Management Unit Block 1, Miesian Plaza 50 - 58 Lower Baggot Street Dublin 2 D02 XW14
	Email	sar@equality.gov.ie