



## **Subject Access Request Form**

Request for Access to Personal Data under the (EU) General Data Protection Regulation and the Data Protection Acts, 1988 to 2018.

### **Please Note:**

1. A Request in writing can be made and signed by the applicant.
2. An acceptable form of Proof of Identity must accompany this Subject Access Request form.
3. Within the terms of the General Data Protection Regulation, Dún Laoghaire Rathdown County Council will respond to your request for personal data within one month. In some circumstances where requests are complex or numerous, this period may be extended.
4. Where a request is manifestly unfounded, excessive, of a repetitive nature, a fee may apply.
5. Dún Laoghaire Rathdown County Council's Privacy Statement is set out at the end of this form.
6. If the application is being made through a solicitor, a signed form consenting to the release of data to solicitor is required.
7. Third party requests by parent/guardian requires their identification documents.

**Requestor Details:**

**Title (Mr/Mrs/Ms/Miss/Other):** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Postal Address (including Eircode)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please outline details of the data sought:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To assist us in locating the data requested, please indicate the Department or Section within Dún Laoghaire Rathdown County Council, where you believe your personal data may be in existence.

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Please indicate the time period for which the data being sought relates to.

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Please provide any reference number relating to your contact with Dún Laoghaire Rathdown County Council which may be of assistance in identifying your data.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to:**

Postal Address: Dún Laoghaire Rathdown County Council  
County Hall  
Marine Road  
Dún Laoghaire  
Co. Dublin  
A96 K6C9

or by e-mail to [dataprotectionofficer@dlrcoco.ie](mailto:dataprotectionofficer@dlrcoco.ie)

Further information on Data Protection Subject Access Requests can be found on the website of the Data Protection Commission – [www.dataprotection.ie](http://www.dataprotection.ie)

Privacy Statement: Dún Laoghaire Rathdown County Council processes all personal information in accordance with the General Data Protection Regulation and the Data Protection Acts, 1988 to 2018. Further information in relation to this is available on our website at: <https://www.dlrcoco.ie/gdpr-foi/data-protection-and-dlr>