

## Data Protection Subject Access Request (SAR) Application Form

Request for access to Personal Data under the [General Data Protection Regulation](#) (the “GDPR”) and Data Protection Acts 1988-2018.

*Notes:*

- 1. In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.*
- 2. You can only apply to obtain a copy of your own personal data.*
- 3. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.*
- 4. You may contact our Data Protection Liaison Officer at [dataprotection@rbo.gov.ie](mailto:dataprotection@rbo.gov.ie) to assist you in the completion of this Form.*
- 5. A copy of our Privacy Statement is available at: <https://rbo.gov.ie/privacy-policy.html>*

### **Data Retention**

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**.

## **Part 1 – Details of Data Subject (Your Details)**

### **Contact Details** *(in block capitals):*

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address (where applicable): \_\_\_\_\_

## **Part 2 – Details of Request**

### **Help Us to Help You!**

To assist us in locating the personal data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. insert examples here, etc).

\_\_\_\_\_

\_\_\_\_\_

Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. 01 July 2019 – 31 December 2019 for which you are seeking the personal data).



### Part 3 - 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 SAR Form by post to:

**Mr Mark Donoghue**

*Data Protection Liaison Officer - Beneficial Owner Section*

**An Oifig um Chlárú Cuideachtaí**

Companies Registration Office

**Teach Bloom, Plás Gloucester Íochtarach, Baile Átha Cliath 1**

Bloom House, Gloucester Place Lower, Dublin 1

T +353 (0)1 804 5251

or by e-mail to: [dataprotection@rbo.gov.ie](mailto:dataprotection@rbo.gov.ie)

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. (1890) 252231 or by email at: [info@dataprotection.ie](mailto:info@dataprotection.ie).

### Part 4 - Checklist

Please remember to check that you have:

- |   |   |        |
|---|---|--------|
| 1. Completed the Subject Access (SAR) Request form in full          | - | YES/NO |
| 2. Signed and dated the Declaration on page 4                       | - | YES/NO |
| 3. Provided us with sufficient details to locate your personal data | - | YES/NO |
| 4. Provided adequate Proof of Identity                              | - | YES/NO |