SUBJECT ACCESS REQUEST FORM

(GDPR)

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

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Address |  | |
|  |  | |
|  |  | |
|  |  | |
| Eircode |  | |
| Contact Phone Number. |  | |
| Contact Email. |  | |
| Any additional identifier that may assist(e.g. MPRN) | | |
|  | | |
|  | | |
| Time Frame, from – to: (If relevant.) | | |
|  | | |
| Nature of Data Required. | | |
|  | | |
|  | | |
|  | | |
| Are you the Data Subject? | | |
| I am the Data Subject and enclose evidence of my identity.  E.g. photocopy of driving licence, birth certificate, passport etc. \* | |  |
| I am not the Data Subject, but I am acting on their behalf as their personal representative.  I have written authority, which I enclose and evidence of their identity. \* | |  |

\* Evidence will not be retained or filed once the request is complete it will be destroyed.

Do not enclose original documents.

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 post to:



**RECI.**

**Unit 9,**

**KCR Industrial Estate,**

**Ravensdale Park,**

**Kimmage,**

**Dublin 12.**

Or by e-mail to:

**dpo@reci.ie**

***\* In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.***

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. +353 57 8684800 or by email at: [info@dataprotection.ie](mailto:info@dataprotection.ie).