

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. *	<input type="checkbox"/>
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. *	<input type="checkbox"/>

* 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 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.