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## Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation (GDPR)/ Data Protection Act 2018.

**Please Note:**

1. A Request in writing must 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 GDPR / Data Protection Act 2018, St. Fiacc's NS 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 by a further two months
4. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.
5. St. Fiacc's NS 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.

Please complete all parts.

## Part 1 - Details of Data Subject (person making request)

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

Full Name:

Previous or other name(s) (if applicable):

Current Address:

Previous Address(es)

Contact Phone Number:

Date of Birth:

## Part 2 - Details of Request

Please outline details of the data sought (i.e. General request or specific data).

If making a request for specific data, and in order to assist us in locating this data, please indicate the location within St. Fiacc's NS, where you believe your personal data may be held.

Please indicate the date/time period to which the requested data relates to.

### **Part 3 - Verification of Identity**

In order for us to verify your identity, please provide the following information.

A copy of Photo ID i.e. Passport or Driving Licence and a copy of a recent Utility Bill or Government letter issued within the last six months to your current address.

### **Part 4 - 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 \_\_\_\_\_

Return address (if different from current address)

Date

Please return the completed form by post to:

**St Fiacc's NS**  
Killeeshin Road,  
Graiguecullen,  
Carlow

Or by e-mail to [st.fiaccs@gmail.com](mailto:st.fiaccs@gmail.com)

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

## **Checklist**

Have you:

- |  |   |        |
|--|---|--------|
| 1. Completed the Subject Access (SAR) Request form in full       | - | YES/NO |
| 2. Signed and dated the Declaration on the SAR form              | - | YES/NO |
| 3. Included an appropriate form of Photo ID                      | - | YES/NO |
| 4. Included a copy of a recent utility bill or Government letter | - | YES/NO |
| 5. Included letter of consent to Solicitor (where applicable)    | - | YES/NO |

# **Privacy Statement**

St. Fiacc's NS will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection Act 2018.

St. Fiacc's NS Data Protection Policy can be found on our website at:

[www.stfiaccsns.ie](http://www.stfiaccsns.ie)