**Subject Access Request Form**

**Office of the Attorney General**

Request for Access to Personal Data under the General Data Protection Regulation 2018.

***Note:***

1. ***Proof of identity must accompany this Subject Access Request form*.**
2. ***Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.***
3. ***Office of the Attorney General Privacy Statement is set out at the end of this form.***

Please complete all parts.

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| **Part 1 – Details of Data Subject (person making request)** |

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

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

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

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

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

Email Address (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part 2 – Details of Request** |

Please outline details of the data sought.

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Please indicate the period of time for which the data is being sought.

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To assist us in locating the data requested, please include details of your interactions with this Office in the past (e.g. please state the area(s) you have corresponded with/the types of interactions you may have had, etc).

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

Please provide any reference numbers relating to your contact with the Office.

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| **Part 3 – Verification of Identity** |

If we need to verify your identity, we may request that you provide the following information:

1. a copy of photographic ID (Public services card/passport/drivers licence) **and**
2. a copy of a recent utility bill or Government letter.

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| **Part 4: Form of Communication**  I request you to forward all correspondence in relation to this request by:  *Please tick as appropriate*  Postal Address provided above  Email Address provided above  **Part 5 - 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 form by post to:

Data Protection Officer

Office of the Attorney General

Upper Merrion Street

Dublin 2

D02 R583

or by email to dataprotection@ag.irlgov.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 Telephone 0761 104800 or by email on [info@dataprotection.ie](mailto:info@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 a photographic ID - YES / NO
4. Included a copy of a recent utility bill or Government letter - YES / NO

**Subject Access Request Form**

**Privacy Notice**

1. The Data Protection Officer in the Office of the Attorney General collects the data you provide in this form. The data controller for the information you provide is the Office of the Attorney General. The data controller’s contact details are:

Data Protection Officer

Office of the Attorney General

Government Buildings

Upper Merrion Street

Dublin 2

D02 R583

Email – [dpo@ag.irlgov.ie](mailto:dpo@ag.irlgov.ie)

1. The Office may use the personal data you provide in this form for the purpose of responding to your subject access request.
2. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
3. The personal data provided here will be stored securely on the Office’s servers.
4. The contact for any queries in relation to this form is the Data Protection Officer at [dpo@ag.irlgov.ie](mailto:dpo@ag.irlgov.ie).
5. This data will be retained in accordance with our obligations under the National Archives Act.
6. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Officer at the address listed at 1 above documenting the inaccuracies which need to be rectified.
7. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission.