

## **Subject Access Request Guidelines**

Subject Access Requests may be received in any area across the Department. They should be forwarded immediately to:

Data Access Section,  
Client Identity Services,  
Shannon Lodge,  
Carrick-on-Shannon,  
Co Leitrim.

### **Accessing your personal information**

If you wish to receive a copy of your information, you can make your request in writing and include the following information with your request:

- Your name , PPS number, and postal address;
- Details of your request;
- A photocopy of your passport or driving licence or Public Services Card, (so that we can verify your identity);
- your signature and the date of the request
- if you are applying on behalf of another person then signed authority from the individual is required
- Any details which may help us locate the information which is the subject of your request.

Having received a Subject Access Request (SAR) from a person, the following must be carried out:

1. Determine whether the Department holds data in respect of the individual. If not advise the person accordingly.
2. Check the Department's claim data (and/or other relevant data) to establish what areas of the Department may hold records of the person. Prepare check list in relation to records requested.
3. Contact all identified areas requesting 2 copies of the records to be sent to Data Access area.

4. Monitor returns (including nil returns), update check list and issue reminders as needed, as records are required to be sent within 30 days.
5. Check that records returned do not fall into the exceptions or limitations (a list of these is available at the Office of the Data Protection Commissioner's site, linked below).
6. Send records to person, retaining one copy on file.

**Note: Subject Access Requests do not apply to deceased persons.**

Information is available from the Data Protection Commissioner's Website at:

<https://www.dataprotection.ie/docs/Home/4.htm>

**Department of Employment Affairs and Social Protection**

**Subject Access Request Form**

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

**Note: Proof of identity must accompany this Subject Access Request form.**

Please complete all parts.

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

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

Full Name:

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Address:

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Contact Phone Number:

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Email Address (where applicable):

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## Part 2 – Details of Request

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

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

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

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Please outline details of the data sought.

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**Part 3 – Verification of Identity**

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

- Your name,
- PPS number
- Postal address
- Provide a copy of photographic ID (Public services card/passport/drivers licence).

**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 \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form by post to:

Data Access Section,  
Client Identity Services,  
Shannon Lodge,  
Carrick-on-Shannon,  
Co Leitrim.

**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. 1 890 252231 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 |