



## Subject Access Request Form

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. Department of Rural and Community Development Privacy Statement is set out at the end of this form.***

Please complete all parts.

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



## 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 by selecting any of the below areas you may have corresponded with and supplying any further relevant information.

Human Resources	<input type="checkbox"/>	Press Office	<input type="checkbox"/>	Rural Division	<input type="checkbox"/>
Corporate Affairs	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Community Division	<input type="checkbox"/>

Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Please outline details of the data sought.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### **Part 3 – Verification of Identity**

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

Nationality \_\_\_\_\_

Please provide a copy of photographic ID (Public services card/passport/drivers licence) and a copy of a recent Utility Bill or Government letter.

### **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 Protection Officer,  
Department of Rural and Community Development,  
Trinity Point,  
10-11 Leinster Street South,  
Dublin 2,  
D02 EF85

Or by email to [dataprotectionunit@drcd.gov.ie](mailto:dataprotectionunit@drcd.gov.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 1890 252231 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie).



## Checklist

Have you:

1. Completed the Subject Access Request (SAR) form in full
2. Signed and dated the Declaration on the SAR form
3. Included a photographic ID
4. Included a copy of a recent utility bill or Government letter

## Privacy Statement

The Department of Rural and Community Development will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. The full text of the Department's Data Protection Policy can be found on our website at [www.drzd.gov.ie](http://www.drzd.gov.ie)