



St. Michael's
House

Right of Access to Personal Data held by St Michael's House under The General Data Protection Regulation

Rights of Access:

Under Data Protection legislation, individuals have a right to obtain from St Michael's House, a copy of any personal information held on them either on a computer or any structured filing system. This is commonly referred to as a Subject Access Request.

How to make a Request?

A request must be made in writing, you can use the St Michael's House subject access request form which is available on our website. You may be asked to provide additional information around proof of identity and address to ensure that the person making the access request is acting legitimately. Requests should be sent to the following address:

*Data Protection Office
St Michael's House
Ballymun Rd
Dublin 9
Or
Email: dpo@smh.ie*

Is there a fee?

There is no fee applicable under GDPR to make an access request for your own personal data, unless the request is considered manifestly unfounded or excessive.

When should a response be issued?

Under the General Data Protection Regulation the information requested must be provided within one month. Where requests are complex or involve a large number of requests this time limit may be extended for a further two months.

Are there exceptions to the right of access?

Some exceptions do apply to the release of data including access to third party data, legally privileged data, data required for the prevention, investigation or prosecution of criminal offences.

Right of Appeal

If St Michael's House fails to comply with a valid data access request, the requester has the right to make a complaint to the Data Protection Commission. The Commissioner will investigate the matter and has wide powers to ensure the organisation complies with the provisions of the Acts.

Complaints should be made in writing, including email, to the Data Protection Commission at:

*Data Protection Commission,
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland
Tel: +353 578 684 800 Email: info@dataprotection.ie*