

SUBJECT ACCESS REQUEST FORM

For Records under the General Data Protection Regulation (GDPR)

Under the General Data Protection Regulation (GDPR) it is your right to request a copy of any personal data that we hold on you.

Please note that this form is to support you with the Subject Access Request process, however we will accept your request if made in another format. If you want to submit a request, send the completed form or letter to the office of the Data Protection Administration Office at St. Michael's House, Ballymun Road, Dublin 9, D09 DX 39

■ Details of Applicant

Applicants Name	:				
Address	:				
Email	:		Contact Number	:	
Relationship to Employee	:				

■ Details of Person in St. Michael's House services

Client Name	:				
Date of Birth	:		Dates of Service	:	
Services Attended	:				
Home Address:					

■ REQUEST DETAILS

PLEASE STATE THE SPECIFIC INFORMATION YOU ARE REQUESTING

Personal Information: Before you are given access to personal information relating to yourself, you may be required to provide proof of your identity. Parents and Guardians submitting Subject Access Requests must state clearly why they are requesting the records.

My preferred form of access (please tick as appropriate)

To receive copies of the records by post ☐ To receive copies of the records by email ☐

Other please specify

Signed: Date:

■ Office Use Only

Date Received:		Identity Verified:	☐	Consent Confirmed	☐
Applicant Type:	Client: ☐	Sibling:	☐	Guardian/Parent:	☐