DATA SUBJECT ACCESS REQUEST FORM

You have the right to request personal data we may hold about you.

Data Subject Access Request ("DSAR"). A data subject is an individual who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post or email.

Completed forms should be returned to:

Data Protection Co-ordinator, Respond Support, Johns College, The Folly, Waterford, X91 V090.

Email Information

If sending by Email, please use the following address info@respondsupport.ie

Please write "Data Subject Access Request" in the subject field of the email so it is brought to our attention without delay.

---

1. Data Subject's Full Name	2. Data Subject's Date of Birth

3. Data Subject's Current Address

4. Data Subject's Telephone Number	
Home Phone No:	Mobile Phone No:

5. Details of data requested:

6. To help us search for the information you require, please give us as much detail as possible (e.g. type of record) If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.

7. Is the information going to be sent to the data subject or his/her representative?
To the data subject ☐   To the representative ☐ If the data is sent to the representative, then sections 9 and 10 need to be filled out.
8. I confirm that I am the Data Subject.
 Signature: _____ Print Name: _____ Date: _____ I enclose a copy of my ID and address proof documents (including a government issued ID document).
9. The Data Subject written authorisation for the information to be released to an authorised representative.
 I hereby give my authorisation for _____ (fill out the name of the authorised representative) to request access to my personal data. Signature of Data Subject:_____ Print name: _____
10. (To be filled out by the representative of the data subject) I confirm that I am the authorised representative of the Data Subject.
 Name of authorised representative and address where personal data is to be sent: _____ _____ Signature: _____ Print Name: _____ Date: _____
 We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. If you have any queries while your request is being processed, please do not hesitate to contact us at this email address: info@respondsupport.ie