# Data Subject Access Request Form

**Data Subject Access Request Form**

Request for Access to Personal Data under the General Data Protection Regulation (GDPR)/ Data Protection Act 2018.

**Please note:**

1. An acceptable form of Proof of Identity must accompany this Data Subject Access Request form (see checklist at the end of this form).
2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.
3. Within the terms of the GDPR/ Data Protection Act 2018, The Office of the Director of Public Prosecutions will respond to your request for personal data within one month. In some circumstances where requests are complex or numerous, this period may be extended for a further two months.
4. You may contact our Data Protection Officer to assist you in the completion of this Form.
5. If the application is being made through a solicitor, a signed authorisation form consenting to the release of data to the solicitor is required.
6. Third party requests by a parent/guardian requires identification documents for the parent/ guardian and the minor.

## Please complete all parts in full.

**Privacy Statement**

The Director of Public Prosecutions will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection Act 2018.

The Office of the DPP Data Protection Policy can be found on our website at:

[www.dppireland.ie](https://www.dppireland.ie/compliance/data-protection/)

Further information on Data Protection:

Data Protection Commission See: [www.dataprotection.ie](http://www.dataprotection.ie/)



# Part 1 – Details of Data Subject (Your Details)

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

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Date of Birth:** |  |
| **Current Address:** |  |
| **Eircode:** |  |
| **Previous Address:** |  |
| **E-mail:** |  |
| **Contact Phone Number:** |  |

# Part 2 – Details of Request

**The details of my request are:**



To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with this Office in the past e.g. please state the area(s) of the Office where you believe your personal data may be held, as well as any specific identifiers (e.g. reference numbers from the ODPP or other body).

|  |
| --- |
| **The period of time for which data is sought:**Please indicate the timeframe for your request (e.g. January 2020 to January 2022) |
|  |
| **Further details:**Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. (e.g. by providing us with as much detail as possible in relation to your access request, we will be able to respond to your request more efficiently). |
|  |

# Part 3 - Form of Communication

I (the requestor) request that you forward all correspondence in relation to this request by: Please tick as appropriate:

* Postal Address provided at Part 1 of this Form 
* Email Address provided at Part 1 of this Form

|  |  |
| --- | --- |
| Signature of Requestor: |  |
| Date: |  |



# 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

Office of the Director of Public Prosecution Infirmary Road

Dubin 7 D07 FHN8

# Checklist

## Or by e-mail to:

data.protection@dppireland.ie

**Have you?**

|  |  |
| --- | --- |
| Completed the Data Subject Access (SAR) Request form in full | YES/NO |
| Signed and dated the Declaration on the SAR form | YES/NO |
| Included an appropriate form of Photo ID(e.g. current passport, current driving licence or current public services card). | YES/NO |
| Signed Authorisation from the Data Subject to Solicitor (if a Solicitor is acting) | YES/NO |
| Included identification documents of minors(where applicable i.e. when requests are made by parent/guardian) | YES/NO |

