

Wicklow County Council

Wicklow County Council - Subject Access Request Form

DATA PROTECTION

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Subject Access Request Form

Under the Data Protection Acts 1988, 2003 & 2018, and by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Data Subjects have the right to request access to Personal Data held by Wicklow County Council (the Council).

Please Note

1. A request must be in writing and signed by the data subject.
2. Completed request forms must be accompanied by photographic identification **and** proof of address.
3. The Council will respond to your request for your personal data within one month. However, where complex requests are received, the response period may be extended by a further two months.
4. Where requests are excessive, of a repetitions nature or where more than one copy is requested, a fee may apply.
5. If the application is made through a solicitor, a signed form consenting to the release of data to the solicitor is required.
6. Third-party requests received on behalf of a data subject must also include photographic identification **and** proof of address for the third-party.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly. For further information please refer to the Council's Subject Access Request policy and privacy notices at <https://www.wicklow.ie/Living/Your-Council/Governance/Data-Protection-GDPR>

SECTION 1: Details of the Data Subject

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the Data Subject?

YES, I am the Data Subject. I enclose photographic ID **and** evidence of address.

Please note: Photographic ID must be in date. Evidence of address must be dated within 6 months of the date of this application.

Please tick the appropriate options.

Photographic ID options - must be current.

Driving Licence National Identity Card

Learner Permit Passport

Proof of Address options – must be dated within 6 months.

Statement/Correspondence

e.g., Bank/Building Society/Credit Union including eStatements where the data subjects name and address are detailed. Storecard/catalogue company statements are not acceptable

Official Correspondence

e.g., Government Departments; HSE; Register of Electors; CAO; Susi; An Garda Síochána; Public/Private hospitals; Residential Tenancies Board; NCT reports or reminders; An Post; TV Licence.

Utility Bill

e.g., electricity/phone/gas/cable television/broadband provider. Printed online bills are acceptable.

NO.

I am a solicitor acting on behalf of the Data Subject.

I enclose a signed form consenting to the release of personal data to the solicitor.

NO.

I am a third-party (parent/guardian) acting on behalf of the Data Subject. I include photographic identification **and** evidence of address for myself.

SECTION 3: What information do you require?

Please enter below a description of the information you require. Include, if possible, the name of the Council department where the information is held.

Employment records

If you are now, or have been employed by the Council and are seeking personal information in relation to your employment please provide details of

- 1. Staff number _____
- 2. Dates of employment _____

SECTION 4: Declaration**Data Subject Declaration:**

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Wicklow County Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

Name:

Signature:

Date:

OR

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

Name:

Signature:

Date:

Application Checklist

Have you;

1. Completed the Subject Access Request (SAR) form in full?
2. Signed and dated the SAR form?
3. Included photographic identification for all parties (where necessary)?
4. Included the data subjects signed consent form (where necessary)?
5. Included evidence of address for all parties (where necessary)?

Please return the completed form to:

Postal Address: Data Protection Officer
 Wicklow County Council,
 County Buildings,
 Station Road,
 Wicklow Town,
 Co. Wicklow

Email: DPO@wicklowcoco.ie

Telephone: 0404 20100

Rectify, restrict or erase personal information

Please notify our Data Protection Officer if you believe that:

- the information is inaccurate or out of date.
- the Council should no longer be holding that information.
- the Council are using your information for a purpose of which you were unaware.
- the Council may have passed inaccurate information about you to someone else.

Right to make a Complaint

If a Data Subject is not satisfied with the outcome of an access request, they are entitled to make a complaint to the Data Protection Commissioner at:

Postal Address: Data Protection Commissioner
 Canal House
 Station Road
 Portarlinton
 R32 AP23
 Co. Laois

Telephone: + 353 57 8684800

Lo Call Number: 1890 252 231

Fax: + 353 57 868 4757

Email: info@dataprotection.ie