

## **SUBJECT ACCESS REQUEST FORM**

### **Introduction**

Article 15 of the European General Data Protection Regulation (GDPR) grants you the right to obtain confirmation as to whether or not personal data concerning you is being processed, and, where that is the case, access to the personal data. The regulation states that we must provide, free of charge, a copy of the personal data undergoing processing. For further copies requested by you, we may charge a reasonable fee based on administrative costs. The right to obtain a copy of your personal data must not adversely affect the rights and freedoms of others.

### **Response times**

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- i Our receipt of your written request
- ii Our receipt of any further information we may require from you to provide to enable us to comply with your request

The response to your Subject Access Request may be extended for an additional two months when necessary and depending on the complexity of your requests and the number of requests that we are currently processing. In this exceptional circumstance we will contact you within one month of your request and outline any reasons for the delay.

**Please complete the form below** if you would like to request that we inform you whether personal data about you is held by us. If personal data does exist, we can supply you with a copy of all the personal data we hold about you (unless legal restrictions for doing

this). We will inform you of the: type of personal data we hold; provide you with information about any processing of your personal data; where your personal data is located; when it was gathered and if it is shared, who your personal data has been shared with and when we plan to destroy or archive your personal data.

**Please note** that 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.

## **SECTION 1: Details of the person requesting information**

**Full Name:**

**Address:**

**Contact Telephone Number:**

**Email Address:**

## **SECTION 2: Are you the data subject?**

Please tick the appropriate box and read the instructions which follow it.

**YES:** I am the data subject. I enclose proof of my identity (see below). (Please go to Section 4)

**NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). (Please go to section 3)

**Identification:** To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of your proof of identity and proof of address.

1) **Proof of Identity:** Passport or photo driving licence or national identity card or birth certificate.

2) **Proof of Address:** Utility bill or bank statement or credit card statement (no more than 3 months old); current driving licence with address or current TV licence or local authority tax bill or HMRC / Revenue tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

### **SECTION 3: Details of the data subject (if different from Section 1)**

**Full Name:**

**Address:**

**Contact Telephone Number:**

**Email Address:**

### **SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require and be as thorough and specific as possible.

#### **Please note**

o If the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

o While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the

right not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.

o However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

## **SECTION 5: Information about the collection and processing of data**

If you would like information about how we process or share your data, please indicate your reasons from the list below:

Why we are processing your personal data?

Who is your personal data shared with?

Where did we get your personal data?

## **SECTION 6: Disclosure of CCTV images**

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES NO

## **SECTION 7: Declaration**

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Irish Church Missions is true.

I understand that it is necessary for the Data Controller to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:**

**Date:**

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**Please return the completed form** to the contact details below.

Please ensure you put Subject Access Request in the Subject Line if you submit this by email.

**Contact details:**

**Postal:** David Martin, 28 Bachelors Walk, Dublin 1, Dublin.

**Email address:** david@irishchurchmissions.ie

**Phone:** 01 - 873 0829

**Documents which must accompany this application:**

Evidence of your identity (see section 2)

Evidence of the data subject's identity (if different from above)

Authorisation from the data subject to act on their behalf (if applicable)

**Correcting Information**

If after you have received the information you have requested, you believe that:

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

Please notify our data controller, David Martin at the contact details listed above.

**Further questions** – If you have any questions or queries about this form, please contact the data controller, David Martin, at the contact details above.