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**Data Protection**

**Subject Access Request (SAR)**

**Application Form**

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

***Notes:***

1. ***In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.***
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. ***You may contact our Data Protection Officer to assist you in the completion of this Form.***
4. ***A copy of our Privacy Statement is available at:*** [dbei.gov.ie/en/Privacy-Statement](https://dbei.gov.ie/en/Privacy-Statement/)

**Data Retention**

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**.

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| **Part 1 – Details of Data Subject (Your Details)** |

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Eircode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part 2 – Details of Request** |

**Help Us to Help You!**

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. please state the area(s) of the Department/Office you have corresponded with/the types of applications you may have made, etc).

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Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data).

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Please provide us with any reference numbers relating to your contact with us in the past (e.g. previous correspondence references, case reference numbers, etc.).

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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 assist you more efficiently).

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| **Part 3 - 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**

**Department of Business, Enterprise & Innovation**

**23 Kildare Street**

**Dublin 2**

**D02 TD30**

Or by e-mail to:

dataprotection@dbei.gov.ie

Further information on Data Protection:

* The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or
* Make contact with the Office of the Data Protection Commissioner by phone on Tel. (1890) 252231 or by email at: info@dataprotection.ie.

**Part 4 – Further Details**

Please tick, which areas of our Department or Offices as set out below, that you think may hold your personal data. This will assist us in providing you with a more efficient service.

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| **Our Business Areas** | **Please indicate where you think your personal data are being held?** (Please tick all relevant areas) | **Please provide as much specific detail(s) as you can in assisting us to locate your personal data** (Please insert any reference numbers or case numbers, etc. here) |
| **Human Resources and Learning & Development Division**  |
| Human Resources (Personnel) Unit |  |  |
| Learning and Development Unit  |  |  |
| **Ministers and Secretary General**  |
| Ministers’ Offices |  |  |
| Secretary General’s Office  |  |  |
| **Indigenous Enterprise Development Division**  |
| Digital Single Market Unit  |  |  |
| Access to Finance (Strategic Banking Corporation of Ireland - SBCI) |  |  |
| **Workplace Regulation & Economic Migration Division** |
| ICT Unit  |  |  |
| Employment Permits Section  |  |  |
| Labour Court |  |  |
| Workplace Relations Commission (WRC) |  |  |
| Finance Unit  |  |  |
| **Innovation & Investment Division**  |
| Patents Office  |  |  |
| **EU Affairs**  |
| Export Licensing Unit  |  |  |
| **Commerce, Consumer and Competition**  |
| Companies Registration Office (CRO) |  |  |
| Office of the Director of Corporate Enforcement (ODCE) |  |  |

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| **Part 5 - Checklist** |

Please remember to check that you have:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on page 4 - YES/NO
3. Provided us with sufficient details to locate your personal data - YES/NO
4. Provided adequate Proof of Identity - YES/NO