



Subject Access Request (SAR) Application Form

Request for Access to Personal Data under the General Data Protection Regulation and Data Protection Act 2018.

Note:

- 1. Proof of identity must accompany this Subject Access Request form.***
- 2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.***
- 3. The Department of Education and Skills' Privacy Statement is set out at the end of this form.***

Please complete all parts.

Part 1 – Details of Data Subject (person making request)

Contact Details (in block capitals):

Full Name: _____

Address: _____

Eircode: _____

Contact Phone Number: _____

Email Address (where applicable): _____

Are you under 18 years of age?: Y/N _____

Part 2 – Details of Request

To assist us in locating the data requested, please include details of your interactions with this Department in the past (e.g. please state the area(s) you have corresponded with / the types of applications you may have made etc).

Please indicate the period of time for which the data is being sought.

Please provide any reference numbers, e.g. Personal Public Service Number, Teaching Council Registration Number, Payroll Number) relating to your contact with the Department.

Please provide the name and address of any school (and school roll number if known), university or college which may have been linked to any of your previous contacts with the Department

Please outline details of the data sought.

Part 3 - Verification of Identity

In order for us to verify your identity, please provide the following information

- A copy of your photographic identity (Passport, Driving Licence, Public Service Card)
- A copy of a utility bill or other official correspondence in your name at your address.

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:

Department of Education and Skills
Data Protection Unit
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Or by email to
dpo@education.gov.ie

Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. 1 890 252231 or by email on info@dataprotection.ie.

SARS Application forms Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on the SAR form - YES/NO
3. Included a photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO

Privacy Noticeⁱ for the Data Subject Access Request

Purpose

The purposes for which the Department processes your data are

- To verify your identity
- To verify your address
- To establish if you are an adult or a child
- To identify the personal data for which you have requested a copy

Legal basis

Article 12 of the General Data Protection Regulation

In the event that you do not provide the information requested on this form it may not be possible to provide a copy of the data requested.

Categories of data subject

- Requester of data

Categories of personal data

- Identity including any reference numbers provided
- Address and other contact details
- Details of their contacts with the Department where relevant to their request

Further Processing

Where the Department intends to further process your data for a purpose other than the purposes listed above, the Department will provide you prior to that further processing with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

Recipients of the data

The data provided may be shared with the Data Protection Commissioner where requested by that office.

Storage period

The data processed will be retained for a period of 3 years and subject to review thereafter

Third Country

None of your data will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

Data Subject Rights

Please follow the link <https://www.education.ie/en/The-Department/Data-Protection/Information.html>

for information on your right to access your data and that of your child's.

You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data will not be used for automated decision-making or profiling, see <http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf>

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than 3 years since you submitted your application.

You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie

Contact Details

The Department of Education and Skills is the data controller for the processing of your data. If you have any query in respect of this you may contact the Data Protection Unit or e-mail dpo@education.gov.ie or by post to Department of Education and Skills, Data Protection Unit, Cornamaddy, Athlone, Co. Westmeath, N39 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education and Skills, Data Protection Unit, Athlone, Co. Westmeath, N39 X659.

ⁱ Please see glossary of Data Protection terms on www.education.ie