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 ___________ If Yes, please state age: ______

In some instances, an individual can access personal data on someone else’s behalf. If, for example, a solicitor is making a request on behalf of their client and includes *signed authorisation from their client* with the request, the request can be complied with. In general, however, an individual can only make a Subject Access Request for their own personal data.
**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 in the past.

- Are you a Primary School Teacher?  
- Are you a Post Primary School Teacher?  
- Are you a school Principal?  
- Are you an SNA?  
- Are you a student?

Please tick the area(s) you have corresponded with.

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<th>Area within the Department</th>
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<td>Primary Teachers Payroll</td>
<td>Post Primary Teachers Payroll</td>
<td>Non-Teaching Staff Payroll</td>
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<td>Early Years Education</td>
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<td>Statistics</td>
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<td>Residential Institutions Redress Unit (RIRU)</td>
<td>Minister’s /Minister of State’s Office</td>
<td>Secretary General’s Office</td>
</tr>
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Please indicate the period of time for which the data is being sought. (e.g. 01st January 2018 – 31st December 2018 for which you are seeking the personal data).

____________________________________________________________________________________________________

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. (i.e. What personal data are you seeking to access?)

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________
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.

These will be deleted once verified.

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

NB. The Department of Education & Skills reserves the right to follow up with any person making a data access request using the phone number, e-mail and/or postal address information provided in this application form to establish that person’s identity and/or to clarify details of the request. The Department will not provide information on foot of a subject access request unless fully assured as to the identity of the person making the request.
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. 1 890 252231 or by email on [info@dataprotection.ie](mailto: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 Notice 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 https://www.dataprotection.ie/en/individuals/rights-individuals-under-general-data-protection-regulation

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.

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