



An Roinn  
Cultúir, Oidhreacht agus Gaeltachta  
Department of  
Culture, Heritage and the Gaeltacht

# SUBJECT ACCESS REQUEST FORM

Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation (GDPR) and Section 4 of the Data Protection Acts 1998 and 2003

**Important: Please complete all sections in BLOCK capitals.**

**You must submit the following along with this request form:**

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- A copy of valid passport or Irish driving licence or learner permit (new credit card format) **or** Irish Public Services Card **and**
  - A copy of a utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)
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## Section A – Contact Details

Full Name:

Postal Address:

Telephone Number:  
(including area code)

Email Address:  
(if applicable)

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## Section B – Details of request

**In accordance with Article 15 of the General Data Protection Regulation (GDPR) and Section 4 of the Data Protection Acts 1998 and 2003, I request access to my personal records as detailed below.**

In the space provided below, please describe the personal records you are requesting, as fully as you can. The Data Protection legislation only provides for access to the personal data of the requester. Third party information will not be released.

Any other additional information that might assist the Department with finding your personal information:

My preferred form of access is (please tick as appropriate):

To receive electronic copies of the records by email

To receive hard copies of the records by post

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### **Section C – Declaration**

I declare that all the details I have given in this form are true and complete to the best of my knowledge. I understand that the personal information contained here will only be used in connection with the administration of the Data Protection Subject Access Request. This may involve providing the data to a number of areas within the Department in order to collate the personal data involved. Information collected will be held safely and securely and will not be shared outside the Department. When the business need to retain this information has expired it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. Further information on Data Protection can be found on our website at: <https://www.chg.gov.ie/help/data-protection/>

Signature of Applicant ..... Date: .....

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**Section D – Checklist**

- | <b>Have you:</b> | <b>Yes</b>               | <b>No</b>                |   |
|------------------|--------------------------|--------------------------|---|
|                  | <input type="checkbox"/> | <input type="checkbox"/> | Completed, signed and dated the Subject Access Request Form |
|                  | <input type="checkbox"/> | <input type="checkbox"/> | Attached a photocopy of proof of your identity and address  |

**NOTE:** We cannot process a Subject Access Request without proof of the applicant’s identity and address to ensure that the person making this access request is acting legitimately.

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**Please return the completed form to:**

Data Protection Officer  
Corporate Governance  
Department of Culture, Heritage and the Gaeltacht  
23 Kildare Street  
Dublin 2  
D02 TD30

Email: [data.protection@chg.gov.ie](mailto:data.protection@chg.gov.ie)