



## SUBJECT ACCESS REQUEST FORM

Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018

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**Important:**

1. Please complete all sections in BLOCK capitals.
2. Proof of identity must accompany this Subject Access Request form.
3. Where a request is manifestly unfounded, excessive, of a repetitive nature, or where more than one copy is sought, a fee may apply.

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**Section A –Details of Data Subject (person making request)**

**Full Name:**

**Postal Address:**

**Telephone Number:  
(including area code)**

**Email Address:  
(if applicable)**

## Section B - Details of request

**In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018, 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.

If you have had dealings with the Department in any of the following areas, and would like your information obtained from those areas, please tick the boxes below to assist the Department in finding your information.

Area within the Department	Area within the Department	Area within the Department	Area within the Department
Arts, Film and Investment	Finance, Evaluation & IT	National Archives	Secretary General's Office
Built Heritage & Architectural Advisory Unit	Gaeilge taobh amuigh den Ghaeltacht	National Monuments Service	
Built Heritage Policy Unit	Gaeltacht agus Pleanáil Teanga	NPWS Legislation, Licensing & Property Management	
Corporate Governance & Services, Press Office, Cultural Tourism	Human Resources, Learning & Development	NPWS Peatlands Issues & Land Designation	
Creative Ireland	Internal Audit	NPWS Peatlands Management /Development Applications Unit	
Cultural Policy and Institutions	Minister of State Office	NPWS Science & Biodiversity	
Cultural Schemes	Minister's Constituency Office	NPWS Strategy & Regional Operations	
Culture Ireland	Minister's Office	Oileáin, Foras Teanga agus Logainmneacha	

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

Please provide any reference numbers relating to your contact with the Department:

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 – Verification of Identity

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. Please therefore provide a copy of your photographic identification, such as:

- 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 D – Declaration

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

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

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**Section E- Checklist**

- | Have you: | Yes                      | No                       |   |
|-----------|--------------------------|--------------------------|---|
|           | <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  |

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**Please return the completed form to:**

Data Protection Officer  
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)

**Subject Access Requests  
PRIVACY STATEMENT**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. This may involve providing your data to a number of areas within the Department in order to collate the personal data involved. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. 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/legal-notices/data-protection/>