



Subject Access Request Form

Request for Access to Personal Data under Data Protection Law. Please complete all parts.

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

Contact Details (in block capitals):

Full Name: _____

Address: _____

Contact Phone Number: _____

Email Address (where applicable): _____

Part 2 – Details of Request

Requesters should include any details that will help the organisation locate their personal data. For example, please state the area(s) within the Pyrite Resolution Board (PRB) to which the data relates:

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

Please outline details of the data sought:



Part 3 – Verification of Identity

In order for us to verify your identity, please provide a copy of photographic ID (Passport / Irish Driving Licence or Learner Permit / EU Member States ID cards / ML10 Form) and proof of address in the form of a copy of a recent utility bill, bank statement, or other official document.

Upon confirmation of identification, copies of your photographic ID and proof of addresses received will be securely deleted and / or destroyed, unless otherwise provided by law. A record of this processing will be kept for audit and accountability purposes.

Please note that the PRB will be unable to commence processing your request or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is in order to ensure that personal data is not accidentally disclosed to the wrong person.

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 to:

By email to
dpo@pyriteboard.ie

By post to
Data Protection Officer,
Pyrite Resolution Board,
53 Mount Street Upper,
Dublin 2,
D02 KT73



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 bank statement - YES/NO

Subject Access Requests Privacy Statement

The PRB is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The PRB will use your personal data supplied in order to assist you to exercise your rights under GDPR. The PRB will not process your personal data for any purpose other than that for which they were originally collected, unless permitted to do so by law. The PRB 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 personal data that we collect are no longer required, we destroy or delete them in a secure manner. The PRB's Privacy Notice, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject, is available on www.pyriteboard.ie. The policy is also available in hard copy upon request.

If you have any queries, you may contact the Data Protection Officer at [dpo \[at\] pyriteboard.ie](mailto:dpo@pyriteboard.ie)

For further information on Data Protection, you may visit the website of the Data Protection Commissioner– www.dataprotection.ie