



Subject Access Request Form

Request for Access to Personal Data under Regulation (EU) 2016/679 (General Data Protection Regulation). 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) 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, any copies of photographic ID and proof of addresses received will be immediately destroyed, unless otherwise provided by law. A record of your valid identification 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 Unit,
Pyrite Resolution Board,
7 Eastgate Avenue,
Little Island,
Cork,
T45 RX01

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 on this form 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. Personal data is exchanged with the Housing Agency, or may be exchanged with other public bodies, in certain circumstances where a mechanism to do so is provided for 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 Data Protection Policy, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject, is available at on the [PRB's website](#). The policy is also available in hard copy upon request.

As a data subject, you are granted the following, additional rights:

The Right to Rectification

The Right to Erasure

The Right to the Restriction of Processing; and

The Right to Object to Processing

Should you wish to invoke any of the above rights, please send an email to dpo@pyriteboard.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. 1890 252231 or by email info@dataprotection.ie.