**IPRT Subject Access Request Form**

Request for Access to Personal Data under the General Data Protection Regulation (GDPR) 2018

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

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Eircode: |  |
| Contact Phone Number: |  |
| Email (where applicable): |  |

**Part 2 – Details of Request**

**The details of my request are:**

*To assist us in identifying and locating the personal data sought, please ensure that you provide details of your interactions with IPRT, as well as any specific identifiers e.g. any previous addresses etc.*

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|  |

**The period of time for which data is sought:**

*Please indicate the timeframe for your request*

|  |
| --- |
|  |

**Further details:**

*Please provide any extra information you have which may assist us in responding to your request*

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|  |

**Part 3 – Verification of Identity**

**IPRT must respond to your request within one month.**

This period will not begin until your identity has been established and any relevant details received.

In order for us to verify your identity, please provide a copy of one of the following forms of photographic identification:

*Please tick whichever provided.*

 Current Passport

 Current Driving Licence

 Public Services Card

**Part 4 – Form of Communication**

I request you to forward all correspondence in relation to this request by:

*Please tick as appropriate*

 Postal Address provided above

 Email Address provided above

Signature of Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form by post to:

Executive Director,

Irish Penal Reform Trust,

MACRO Building,

1 Green Street,

Dublin 7

Or by email to:

[gdpr@iprt.ie](mailto:gdpr@iprt.ie)

**Checklist**

Have you:

1. Completed the Subject Access Request (SAR) form in full - YES/NO
2. Signed and dated the SAR form - YES/NO
3. Included the specified photographic ID - YES/NO

For further information, please visit:

* Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie)

**Subject Access Request Form**

**Privacy Notice**

1. The Irish Penal Reform Trust collects the data you provide in this form. The data controller for the information you provide is the Irish Penal Reform Trust. The data controller’s contact details are:

Executive Director,

Irish Penal Reform Trust,

MACRO Building,

1 Green Street,

Dublin 7

Email: [gdpr@iprt.ie](mailto:gdpr@iprt.ie)

Telephone: 01 874 1400

1. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
2. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR).
3. The personal data provided here will be stored securely electronically.
4. The contact for any queries in relation to this form is the Executive Director at [gdpr@iprt.ie](mailto:gdpr@iprt.ie).
5. This data will be stored in line with the IPRT Data Retention Policy, or for as long as is needed to respond to the request and implement any further requests from the data subject e.g. rectification, erasure, etc. whichever is later.
6. You have the right to rectify any inaccuracies in your data. To do this you should write to the Executive Director at the address listed at 1 above documenting the inaccuracies which need to be rectified.
7. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission.