

# Fingal County Council

**Comhairle Contae  
Fhine Gall**  
Fingal County  
Council



## Subject Access Request Form

Request for Access to Personal Data under the (EU) General Data Protection Regulation and the Data Protection Acts, 1988 to 2018.

**Please Note:**

- 1. A Request in writing can be made and signed by the applicant.**
- 2. An acceptable form of Proof of Identity must accompany this Subject Access Request form.**
- 3. Within the terms of the General Data Protection Regulation, Fingal County Council will respond to your request for personal data within one month. In some circumstances where requests are complex or numerous, this period may be extended**
- 4. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.**
- 5. Fingal County Council's Privacy Statement is set out at the end of this form.**
- 6. If the application is being made through a solicitor, a signed form consenting to the release of data to solicitor is required.**
- 7. Third party requests by parent/guardian requires their identification documents**

**Please complete all parts**

1	Full Name	
2	Postal Address (including Eircode)	
3	Telephone Number:	
4	Email Address:	
5	Please outline details of the data sought.	
6	To assist us in locating the data requested, please indicate the location within Fingal County Council, where you believe your personal data may be in existence.	
7	Please indicate the time period for which the data being sought relates to.	
8	Please provide any previous reference numbers relating to your contact with Fingal County Council	

## Verification of Identity

In order for us to verify your identity, please provide the following information. A copy of Photo ID i.e. Passport or Driving Licence and a copy of a recent Utility Bill or Government letter issued within the last six months to your current address.

I,..... [insert name] wish to have access to my personal data or identifiable images that I believe Fingal County Council County Council retains on me as outlined below:

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

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

If you have ticked *No* to any question below we regret we cannot process your request.

Please return this form to: **Data Protection Officer, Fingal County Council, County Hall, Main St., Swords, Co. Dublin, K67 X8Y2** or by e-mail to [dataprotection@fingal.ie](mailto:dataprotection@fingal.ie) Further information on Data Protection Subject Access Requests can be found on the website of the Data Protection Commission – [www.dataprotection.ie](http://www.dataprotection.ie)

## 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 an appropriate form of Photo ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO
5. Included letter of consent to Solicitor (where applicable) - YES/NO

## Privacy Statement

Fingal County Council processes all personal information in accordance with the General Data Protection Regulation and the Data Protection Acts, 1988 to 2018. Further information in relation to this is available on our website at: [http://www.fingalcoco.ie/media/Privacy%20Statement%20May%202018\\_2.pdf](http://www.fingalcoco.ie/media/Privacy%20Statement%20May%202018_2.pdf)

## Document Control

<b>Document Ref:</b>	FCC/GDPR/PSARF/001	<b>Title:</b>	Data Protection Policy
<b>Version &amp; Date:</b>	10/08/2018	<b>Author:</b>	Colm McQuinn, DPO
<b>Directorate:</b>	Corporate Affairs & Governance	<b>Department:</b>	
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