Wexford County Council

Subject Access Request Form

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# Subject Access Request Information

Under the Data Protection Acts 1988, 2003 & 2018, and by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Data Subjects have the right to request access to Personal Data held by Wexford County Council (the Council).

Please Note

1. A request must be in writing and signed by the data subject.
2. Completed request forms must be accompanied by photographic identification.
3. The Council will respond to your request for your personal data within one month. However, where complex requests are received, the response period may be extended by a further two months.
4. Where requests are excessive, of a repetitive nature or where more than one copy is requested, a fee may apply.
5. If the application is made through a solicitor, a signed form consenting to the release of data to the solicitor is required.
6. Third-party requests received on behalf of a data subject must also include photographic identification.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly. For further information please refer to the Council’s Subject Access Request policy at [Wexford-County-Council-Data-Protection-Policy](https://www.wexfordcoco.ie/sites/default/files/content/GDPR/Wexford-County-Council-Data-Protection-Policy-GDPR-18.pdf)

# Section 1: Details of Data Subject

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Contact telephone number: |  |
| Email address: |  |

# Section 2: Are you the data subject?

**YES,** I am the Data Subject. I enclose photographic ID.

Please note: Photographic ID must be in date.

Please tick the appropriate options.

Driving Licence National Identity Card

Learner Permit Passport

**NO.**

I am a solicitor acting on behalf of the Data Subject.

I enclose a signed form consenting to the release of personal data to the solicitor.

**NO.**

I am a third-party (parent/guardian) acting on behalf of the Data Subject. I include photographic identification for myself.

# Section 3: What information do you require

Please enter below a description of the information you require. Include, if possible, the name of the Council department where the information is held.

Examples: Housing, Roads, Planning, Fire etc.

Employment records

If you are now, or have been employed by the Council and are seeking personal information in relation to your employment please provide details of

1. Staff Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Dates of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

# Section 4: Declaration

|  |
| --- |
| **Data Subject Declaration:**I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Wexford County Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request. |
| Name: |
| Signature: | Date: |

OR

|  |
| --- |
| **Authorised person — Declaration (if applicable):**I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request. |
| Name: |
| Signature: | Date: |

#

# Application Checklist

Have you;

1. Completed the Subject Access Request (SAR) form in full?
2. Signed and dated the SAR form?
3. Included photographic identification for all parties (where necessary)?
4. Included the data subjects signed consent form (where necessary)?

Please return the completed form to:

Postal Address: FOI Office, Wexford County Council,

 County Hall, Carricklawn, Wexford Y35 WY93

Email: foi@wexfordcoco.ie Telephone: 053 9196000

# Rectify, restrict or erase personal information.

Please notify our Data Protection Officer if you believe that:

* the information is inaccurate or out of date.
* the Council should no longer be holding that information.
* the Council are using your information for a purpose of which you were unaware.
* the Council may have passed inaccurate information about you to someone else.

#

# Right to make a Complaint

If a Data Subject is not satisfied with the outcome of an access request, they are entitled to make a complaint to the Data Protection Commissioner at:

Postal Address: 21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland

Telephone: + 353 57 8684800

Lo Call Number: 1890 252 231

Fax: + 353 57 868 4757

Email: info@dataprotection.ie