

Subject Access Request Form

Appendix 1

Under the General Data Protection Regulation you are entitled, as a data subject, to obtain from the BOCSI confirmation as to whether we are processing personal data concerning you as well as to request details about the purposes, categories and disclosure of such data.

You can use this form to request information, and access to any personal data we hold, about you. Details on where to return the completed form can be found at the end of the document.

1. Personal Details:

Data Subject's Name: _____ **DOB:** ___ / ___ / ___

Home Telephone No: _____ **Email:** _____

Data Subject's Address:

Are you currently Supported by the Services?

Are you currently Employed by the Service?

Are you a Family Member of someone currently supported by the Services?

Other –please identify your relationship with the Services.

- Volunteer _____
- Supplier _____
- Retired Employee _____
- Agency Staff _____
- Consultant _____
- Contractor _____
- Student Placement _____
- Board Member _____

Other please specify: _____

Any other information that may help us to locate your personal data – Please identify the BOCSI Region and, if possible, name the Services location:

Clare _____ Limerick _____ Galway _____

Cork _____ Kerry _____ Roscommon _____

Tipperary _____ Waterford _____

Services Name & Address: _____

2. Specific Details of the Information Requested:

3. Representatives (only complete if you are acting as the representative for a data subject)

[Please Note: We may still need to contact the data subject where proof of authorisation or identity are required]

Representative's Name:		Relationship to Data Subject:	
Telephone No:		Email	
		:	

Representative's Address:

I confirm that I am the authorised representative of the named data subject:
Representative's Name: _____ **Signature:** _____

4. Confirmation

Data Subject's Name: _____ [print name]
Signature: _____ **Date:** ____ / ____ / ____

5. Completed Forms

For postal requests please return this form to:
The Relevant BOCSI Region marked for the attention of the Data Protection Representative.

For email requests, please return this form to: gmagliocco@brothersofcharity.ie