



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

## Data Protection Subject Access Request (SAR) Application Form

Request for access to Personal Data under the [General Data Protection Regulation](#) (GDPR) and Data Protection Acts 1988-2018.

### Notes:

- In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity:**
  - a copy of photographic ID (passport/drivers licence/ Public services card) and
  - a copy of a recent Utility Bill or Government letter.
  - Important:** The copy of the identification you use should be verified (stamped). This means that **before** you send us a copy of your identification, you need to get the copy stamped by: your local Garda or police station (free), **or** a solicitor or commissioner for oaths if preferred (There may be a fee in these instances.) When we get this verified copy of your identity, we can start to work on your specific request for data.
- Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.**
- You may contact our Data Protection Officer to assist you in the completion of this Form.**

### Data Retention

We will only keep a copy of these documents provided to prove your identity until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**

**Part 1 – Details of Data Subject (Your Details)**

**Contact Details** *(in block capitals):*

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address (where applicable): \_\_\_\_\_

## Part 2 – Details of Request

### Help Us to Help You

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (for example please state the area(s) of the Authority you have corresponded with/the types of applications you may have made, etc).

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Please tell us the relevant period of time or timelines involved for which you are seeking the personal data (for example *01 January 2018 – 31 December 2018*).

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Please provide us with any reference numbers relating to your contact with us in the past (for example file reference numbers, previous correspondence references, etc.).

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Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. By providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently.

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**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 by post to:

**Data Protection Officer  
The Adoption Authority of Ireland  
Shelbourne House  
Shelbourne Road  
Ballsbridge Dublin  
4 D04 R6F6**

Or by e-mail to:

[dataprotection@aai.gov.ie](mailto:dataprotection@aai.gov.ie)

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie)

## **PART 5 CHECKLIST**

Please remember to check that you have:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration above - YES/NO
3. Provided us with sufficient details to locate your personal data - YES/NO
4. Provided certified Proof of Identity - YES/NO

### ***Privacy Statement***

***The Adoption Authority of Ireland will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.***