**Data Subject Access Request Form**

How to apply for personal data held about you by **Monaghan County Council**

Under the General Data Protection Regulation (“GDPR”), people may ask for copies of paper and computer records that an organisation holds shares or uses about them.

To help us to deal with your request we will require proof of your identity, and enough information to enable us to locate the personal data that you request.

Please complete this form and return it to us with proof of your identity to ***Data Protection Officer*** at ***Monaghan County Council, the Glen, Monaghan***

 We will acknowledge safe receipt and respond within one month.

**Part 1: Your Personal Details**

|  |  |
| --- | --- |
| **Title:** | Mr [ ]  Ms [ ]  Other [ ] Or if you have a preference to be e.g. sir/madam/non-gender specified [ ]  |
| **Surname:** |       |
| **Forename(s):** |       |
| ***Any other names that you are known by that may assist in the search*:**        |
| **Current Address:** |       |
| **Postcode:** |       |
| **Telephone:**  |       |
| **Email:**  |       |
| **Any previous addresses that may assist in the search:** |  |
| We need these details in order to:1. help us find the Personal Data which you have requested;
2. enable us to communicate with you about your request; and
3. keep a record of your data subject access request.
 |
| If you are an employee or former employee please provide your staff number if known & the date of your employment **Staff No:**  |

**Part 2: Proof of identity**

To help us establish your identity your application must be accompanied by:

1. a copy of passport or driving licence, birth or adoption certificate

 **and**

1. a copy of a bank statement or utility bill dated within the last three months.

This is to ensure that we are only sending information to you, the data subject, and not to a third party. If none of these are available, please contact Data Protection Officer at dataprotectionofficer@monaghancoco.ie or (047) 30507 for advice on other acceptable forms of identification.

**Part 3: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, direct your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data.

|  |  |
| --- | --- |
| **DESCRIPTION OF PERSONAL DATA**  | **INSERT DETAIL** |
| Date ranges |  |
| Description of data | e.g. application form, minutes of meetings etc; |
| Department/services  | e.g. HR; Finance; Housing; Planning |

*Please continue on a separate sheet of paper, if necessary*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that the ***Data Protection Officer*** must confirm proof of identity and that it may be necessary to contact me again for further information in order to locate the personal data I want.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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