



# *Department of Defence*

## Subject Access Request Form

### *Application form for Data Access*

#### **Request for Data Access under the Data Protection Acts, 1988 and 2003.**

Before completing this form, please read *Data Protection – Your rights from the Data Protection Commissioner’s website*.

Answer all questions and indicate the appropriate details using an ‘x’ in the boxes provided.

#### **Part One: Details of Data Subject**

##### Contact Details

Full name:

Address:

Contact Number:

Email Address:

To assist in locating the personal information you require, please state the nature of the contacts you have had with this Department (eg letters, representations to Minister, previous submissions, emails etc):

Please provide any reference numbers relating to your contact with this Department:

<b>Part Two: Details of Request</b>
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The Department of Defence has a number of data holdings within the Department. You can request personal information held under one or more of these data holdings by marking 'x' in the appropriate box or boxes below:

<b>Data holding</b>	<b>Tick as required</b>
Payroll, pensions, allowances	
HR, Attendance records	
Office Administration	
Lists of suppliers	
Contracts awarded	
Financial transactions with individual contactors	
Other	

Please outline below details of the data sought:

**Part Three: 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 Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return the completed form to the **Data Protection Officer, Facilities Management, Department of Defence, Station Road, Newbridge, Co. Kildare.**

The Department is required to reply to the data subject within 40 days even if personal data is not held. For further information on Data Protection contact the Data Protection Commissioner's Office on tel: 1890 252231 or [www.dataprotection.ie](http://www.dataprotection.ie) or email [info@dataprotection.ie](mailto:info@dataprotection.ie)