



Subject Access Request Form

Request for Access to personal Data under General Data Protection Regulation (GDPR) 2018

Please complete all parts.

Part 1 – Details of Data Subject (person making request)
Please use block capitals

Full Name:

Address:

Eircode: _____

Contact Phone Number: _____

Email Address (where applicable): _____

Part 2 – Details of Request

The details of my request are:

To assist us in identifying and locating the personal data sought, please ensure that you provide details of your interactions with the LSRA, as well as any specific identifiers (e.g. other addresses, reference numbers from LSRA, etc.)

The period of time for which data is sought:

Please indicate the timeframe for your request (e.g. July 2018 or August 2018 to January 2019)

Further details:

Please provide any extra information you have which may assist us in responding to your request

Part 3 – Verification of Identity

In order for us to verify your identity, please provide:

1. Copy of one of the following forms of photographic identification:

- Current Passport
- Current Driving Licence
- Public Services Card

AND

2. Copy of a recent Utility Bill or Government issued letter

Part 3 – Form of Communication

I (the requestor) request that you forward all correspondence in relation to this request by:

Please tick as appropriate

- Postal Address provided at Part 1 of this Form
- Email Address provided at Part 1 of this Form

Signature of Requestor: _____

Date: _____

Please return the completed form by post to:

Data Protection Officer
The Legal Services Regulatory Authority
PO Box 12906
Dublin 2

Or by email to:

dpo@lsra.ie

Checklist:

Have you:

1. Completed the Subject Access Request (SAR) form (this form) in full?
2. Signed and dated the SAR form?
3. Included a copy of one of the specified photographic IDs?
4. Included a copy of a recent utility bill or Government letter?

General:

For further information, please visit:

- <http://www.lsra.ie/en/lsra/pages/governance> (for LSRA Data Protection Policy)
- Data Protection Commissioner – www.dataprotection.ie

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Privacy Notice

1. The Data Protection Officer of the Legal Services Regulatory Authority collects the data you provide in this form. The data controller for the information you provide is the Legal Services Regulatory Authority. The data controller's contact details are:

Data Protection Officer
The Legal Services Regulatory Authority
PO Box 12906
Dublin 2

Email: dpo@lsra.ie

2. We may use the personal data you provide in this form for the purpose of responding to your Subject Access Request (SAR).
3. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR).
4. The personal data provided here will be stored securely.
5. The contact for any queries in relation to this form is the Data Protection Officer at dpo@lsra.ie .
6. This data will be stored for 5 years from the date of the Subject Access Request (SAR) or for as long as is needed to respond to the request and implement any further requests from the data subject e.g. rectification, erasure, etc. whichever is later.
7. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Officer at the address listed at 1 above, documenting the inaccuracies that need to be rectified.
8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in the Legal Services Regulatory Authority (LSRA) Data Protection Policy at:

<http://www.lsra.ie/en/lsra/pages/governance>