

Data Subject Access Request Form

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (**GDPR**) grants you the right to access your personal data held by the Irish Taxation Institute trading as “Irish Tax Institute” (**Institute**), including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data and obtain a copy of the personal data we process. We require that you submit this request in writing via postal mail to Martin Carney, Irish Tax Institute, South Block, Longboat Quay, Grand Canal Harbour, Dublin 2 or electronically via email to dataprivacy@taxinstitute.ie.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request correction or erasure of your personal data
- Restrict or object to certain types of data processing
- Make a complaint with the local data protection authority

I. Requester Name (Data Subject) and Contact Information

Please provide the data subject’s information in the space provided below

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

First and last name:	
Any other names that you have been known by (including nicknames):	
Home address:	
Date of birth:	
Telephone number:	
E-mail address:	
If you are a current or former employee, student or member of the Institute, please provide your employee, student or member identification number and your approximate dates of employment or membership:	
Please provide other unique identifiers or related information to help us locate your personal data (for example, PPS number): Please provide as much detail as possible about the specific personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data:	

II. **Proof of Data Subject's Identity**

We may request additional information from you to help confirm your identity and your right to access and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

III. **Information Requested**

To help us process your request quickly and efficiently, please provide as much detail as possible about the specific personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on:

- The purposes of processing
- Categories of personal data processed
- Recipients or categories of recipients who receive personal data from us
- How long we store the personal data, or the criteria we use to determine retention periods
- Information on the personal data's source if we do not collect it directly from you
- Whether we use automated decision-making, including profiling, information about the logic used and the consequences of this processing
- [Where your personal data is transferred outside the EU, details of the appropriate safeguards to protect your data]¹
- Your right to:
 - request correction or erasure of your personal data;
 - restrict or object to certain types of processing with respect to your personal data; and
 - make a complaint with the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

¹ Delete if not applicable

IV. **Signature and Acknowledgement**

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Irish Tax Institute may require proof of identity and may need to contact me again for this or further information; (2) my request will not be valid until the Irish Tax Institute receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, the Irish Tax Institute may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

____ Hard copy
____ Electronic copy

Signature

Date