

REQUEST FOR ACCESS TO RECORDS UNDER ARTICLE 15 GENERAL DATA PROTECTION REGULATION (GDPR)

Please address this request to relevant Data Protection Contact and post accordingly.

Please use **BLOCK** letters

Details of Applicant

Date of Birth: _____

Personal Information

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number(s)

Home: _____

Business: _____

Mobile: _____

OFFICAL USE ONLY

Date request received: _____

Identity Verified: _____

Consent Confirmed: _____

Information Access

My preferred form of access to receive copies of my records are: *(please tick as appropriate)*

Registered Post Email Courier Other. Please specify _____

Details of Request

Please forward the records directly to Dignity4Patients

Yes

No (Directly to me)

In the space provided below, please describe the records as fully as you can. If you are requesting Personal Information, please state precisely, in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

Freedom of Information / GDPR Officer

Company :

Street :

Town :

Eircode :

Date:

REQUEST FOR ACCESS TO RECORDS UNDER ARTICLE 15 GENERAL DATA PROTECTION REGULATION

To Whom It May Concern:

I am hereby requesting access according to Article 15 GDPR. Please confirm whether or not you are holding / processing personal data (as defined by Article 4(1) and (2) GDPR) concerning me.

In case you are, please, in accordance with Art. 15(3) GDPR, provide me with a copy of all personal data concerning me that you are processing, including any potential pseudonymised data on me. In case you are processing anonymised data concerning me, please not only inform me about that but also explain the procedure used and any reference to me used.

I am further requesting access to the following information pursuant to Article 15(1) GDPR:

- 1. the purposes of the processing;*
- 2. the categories of personal data concerned;*
- 3. the recipients to whom my personal data have been or will be disclosed to;*
- 4. the envisaged period for which my personal data will be stored,*
- 5. where the personal data was not collected from the data subject (me), who provided the data*

Please make the personal data concerning me, available to me in a structured, commonly used and machine-readable format as laid down in Article 20(1) GDPR.

My request explicitly includes any other services and companies for which you are the controller as defined by Article 4(7) GDPR. As laid down in Article 12(3) GDPR, you must provide the requested information to me without undue delay and in any event within one month of receipt of the request. According to Article 15(3) GDPR, you must answer this request without cost to me.

I am including the following information necessary to identify me:

Full Name :

Date of Birth: ___/ ___/___

Address:

Email: _____

Thank you in advance.

Yours sincerely,

Data Subject Signature.