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**Subject Access Request Form**

|  |  |
| --- | --- |
| **Details of Data Subject (person making request)** | |
| **Full Name** |  |
| **Address (incl. Eircode)** |  |
| **Telephone\*** |  |
| **E-mail\*** |  |
| \* we may need to contact you to discuss / clarify your Subject Access Request | |
| I, …………………………………………………. [insert name] wish to have access to data that I believe the Legal Aid Board retains on me as outlined below. | |

Please tick, which areas set out below, may contain personal data

|  |  |  |
| --- | --- | --- |
| **LAW CENTRE** | Possible Personal Data Retained | *Personal Identifier (if available)* |
| Athlone |  |  |
| Blanchardstown |  |  |
| Castlebar |  |  |
| Cavan |  |  |
| Chancery Street |  |  |
| Clondalkin |  |  |
| Cork Popes Quay |  |  |
| Cork South Mall |  |  |
| Dolphin House |  |  |
| Dundalk |  |  |
| Ennis |  |  |
| Finglas |  |  |
| Galway Francis St |  |  |
| Galway Seville House |  |  |
| Jervis Street |  |  |
| Kilkenny |  |  |
| Letterkenny |  |  |
| Limerick |  |  |
| Longford |  |  |
| Medical Negligence |  |  |
| Monaghan |  |  |
| Navan |  |  |
| Nenagh |  |  |
| Newbridge |  |  |
| Personal Injuries |  |  |
| Portlaoise |  |  |
| Sligo |  |  |
| Smithfield |  |  |
| Tallaght |  |  |
| Tralee |  |  |
| Tullamore |  |  |
| Waterford |  |  |
| Wexford |  |  |
| Wicklow |  |  |
| **FAMILY MEDIATION OFFICE** | Possible Personal Data Retained | *Personal Identifier (if available)* |
| Athlone |  |  |
| Blanchardstown |  |  |
| Carlow |  |  |
| Castlebar |  |  |
| Cork |  |  |
| Dolphin House |  |  |
| Dundalk |  |  |
| Galway |  |  |
| Jervis House |  |  |
| Kilkenny |  |  |
| Letterkenny |  |  |
| Limerick |  |  |
| Portlaoise |  |  |
| Sligo |  |  |
| Tallaght |  |  |
| Tralee |  |  |
| Waterford |  |  |
| Wexford |  |  |
| Wicklow |  |  |
| **SECTION/UNIT** | Possible Personal Data Retained | *Personal Identifier (if available)* |
| Childcare |  |  |
| Civil Legal Aid |  |  |
| Corporate Services |  |  |
| Criminal Legal Aid |  |  |
| Finance Unit |  |  |
| Human Resources |  |  |
| Research, Learning & Development (including Refugee Documentation Centre) |  |  |
| International Protection |  |  |
| IT |  |  |
| Legal Services |  |  |
| Management |  |  |
| Organisation |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| To assist us in locating and identifying the personal data requested, please ensure that you provide details of your interactions with the various offices/divisions within the Board with whom you have corresponded with. | | | |
| Please provide any reference numbers relating to your contact with the Board: | | | |
| **The period of time for which data is sought:**  *(e.g. January 2019-April 2019)* | | | |
| **Further details:**  *Please provide any extra information you have which may assist us in responding to your request.* | | | |
| **Signature of Requester** |  | | |
| **Date** |  | | |
| **Checklist -** I have: | | **Yes** | **No** |
| Completed the Subject Access Request form in full | |  |  |
| Attached proof of my identity (e.g. copy of passport / driving licence) | |  |  |
| Signed and dated the Access Request Form? | |  |  |

**Please return this form to:**

Data Protection Officer

Legal Aid Board

Montague Court

7/11 Montague Street

Dublin 2

D02 FT96

01 4776250

Or by email to [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie)

**Please Note**: We require proof of the applicant’s identity to ensure that the person making this access request is acting legitimately.

For further information, please visit:

* Data Protection Commission – [www.dataprotection.ie](http://www.dataprotection.ie)

**Subject Access Request Form - Privacy Notice**

1. The Data Protection Unit of the Legal Aid Board collects the data you provide in this form. The data controller for the information you provide is the Legal Aid Board. The data controller’s contact details are:

Data Protection Officer

Legal Aid Board  
Montague Court,   
7-11 Montague Street,   
Dublin 2,

D02 FT96.

Or by email to [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie)

1. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
2. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR).
3. The personal data provided here will be stored securely on IT servers of the Legal Aid Board.
4. The contact for any queries in relation to this form is Data Protection Unit at [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie).
5. This data will be stored for 7 years from the date of the Subject Access Request 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.
6. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Unit at the address listed at 1 above documenting the inaccuracies which need to be rectified.
7. 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 on the Data Protection tab of the Legal Aid Board’s website available at <http://www.legalaidboard.ie/dataprotection>