

## Subject Access Request (SAR) Application Form Examination Candidate

Request for Access to Personal Data under the General Data Protection Regulation and  
Data Protection Act 2018.

**Note:**

- 1. Proof of identity must accompany this Subject Access Request form.**
- 2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a fee may apply.**

Please complete all parts.

### Part 1 – Details of Data Subject (person making request)

**Contact Details** (in block capitals):

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address (where applicable): \_\_\_\_\_

**N:B:-** The Data Subject is the person whose personal data is being collected, held or processed by the  
State Examinations Commission

## Part 2 – Details of Request

What personal data are you seeking to access? Include a time period for the data sought.

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Please provide the following information:-

Personal Details	
Name <i>(when you sat the examination)</i>	
Examination Type <i>(e.g. Leaving Certificate)</i>	
Examination Number	
PPSN	
Date of Birth	
Year of examination	
School Attended <i>(if you were an external candidate please state the School where you sat your written examinations)</i>	

Please provide details of examination scripts/marks requested.

Subject Details		
Subject	Level	Grade

### Part 3 – Verification of Identity

In order for us to verify your identity, please provide the following information

- A copy (hard copy or scanned) of your photographic identity (Passport, Driving Licence, Public Service Card)
- A copy of correspondence in your name at your address.

### Part 4 - 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 Data Subject: \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form by post to:

State Examinations Commission  
Data Access Request  
Cornamaddy  
Athlone  
Co. Westmeath  
N37 TP65

Or

By email to [dpo@examinations.ie](mailto:dpo@examinations.ie)

**NB. The SEC reserves the right to follow up with any person making a data access request using the phone number, e-mail and/or postal address information provided in this application form to establish that person's identity and/or to clarify details of the request. The SEC will not provide information on foot of a subject access request unless fully assured as to the identity of the person making the request.**

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. 1 890 252231 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie).

## **SARS Application forms Checklist**

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on the SAR form - YES/NO
3. Included a photographic ID - YES/NO
4. Included a copy of correspondence in your name at your address YES/NO