

Subject Access Request (SAR) Application Form Contract Staff

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 of the data sought.

Please provide the following information:-

Personal Details	
Name	
PPSN	
Date of Birth	
Contract Staff Role E.g. Superintendent, Organising Superintendent, Written Examiner, Oral Examiner, Practical Examiner, Setter, Drafter, Translator, etc.	
Contract Staff Position (if applicable) (e.g. Advising Examiner; Senior Advising Examiner, Chief Advising Examiner, etc.)	

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 a utility bill or other official 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

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 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.

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 a recent utility bill or Government letter - YES/NO