

The Private Security Authority (PSA)

General Data Protection Regulations (GDPR) – Subject Access Request Form

The General Data Protection Regulations provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. You can apply in writing, or for your convenience, please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity

We require proof of your identity before we can disclose personal data. Proof of your identity can be provided using documentation such as your passport, driving licence etc.

Administration fee

It is PSA policy not to charge for the first copy of the personal data undergoing processing as requested through a Subject Access Request. For any further copies requested, the PSA may charge a reasonable fee based on administrative costs. In certain circumstances there may be restrictions to a Subject Access Request as per Data Protection Legislation.

Section1: Data Subject Details

Please fill in your details:

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
First Name(s)/Forenames: _____	Surname/ Family Name: _____
Address: _____ _____	
Day Time Telephone Contact Number (s): _____	
Email Address: _____ (if you want Subject Access Request Report to be sent to this email address):	
If you are now, or have been employed by the PSA-and are seeking personal information in relation to your employment please provide details of your Staff number / Dates of employment etc. _____ _____	
Proof of identity provided:	
Driving Licence <input type="checkbox"/>	Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
Utility Bill: <input type="checkbox"/>	Other: _____

Section 2: The information that you require

Details of information you wish to access(Please be as specific as possible):

Information Type	Period	Information/documents you would like to request

Please use this space to include any notes to help us locate the information you are requesting:

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that the Private Security Authority are obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

I wish to:

- Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)
- Receive the information by post*
- Collect the information in person
- View a copy of the information only
- Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form to:

The Data Protection Officer, The Private Security Authority, Davis Street, Tipperary Town, Co. Tipperary E34PY91