

<b>Document Title:</b>	Data Protection Subject Access Request Form/Personal Data Access Request Form
<b>Description:</b>	This form is for use in a Subject Access Request to Marino Institute of Education
<b>Author (Position):</b>	Data Protection Officer
<b>Version:</b>	1.1
<b>Approved By:</b>	Governing Body
<b>Policy Approval Date:</b>	November 2023
<b>Date of Next Policy Review:</b>	June 2027

## Context

Marino Institute of Education is committed to processing all personal information in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Further information on Data Protection Subject Access Requests is available on the Data Protection Commission Website <https://www.dataprotection.ie/docs/Making-an-Access-Request/1715.htm>.

## Data Subject Access Request (DSAR) Form

Please complete this form (using block capitals) and return it by email to [dpo@mie.ie](mailto:dpo@mie.ie) with 'Personal Data Access Request' in the subject line. The information provided will assist us in collating the data that you have requested as efficiently and effectively as possible.

### Section 1 – Personal details (Data Subject)

Surname	
First Name(s)	
Previously known as (if applicable)	
Current address (including Eircode)	
Previous address (if applicable)	
Contact telephone number	
Contact email address	

### Section 2 – Relationship with Marino Institute of Education (MIE)

Your relationship with MIE eg student; former student; employee, former employee; visitor; other (please specify)		
Student: ID number and years registered (if applicable)		
Staff: department, line manager, and years (if applicable)		
Other (please provide details)		

### Section 3 – Details of personal data requested

Please indicate (as fully as possible) (i) the <u>source</u> ( including dates of connection with MIE) and  (ii) the <u>nature</u> of the personal data requested.	(i)
	(ii)

## Section 4 – Identification

*This security measure is required to protect the confidentiality and integrity of the data retained by MIE. These documents will be destroyed once identity has been confirmed.*

Please provide 2 forms of identification, eg <ul style="list-style-type: none"> <li>• copy of passport (page with signature)</li> <li>• copy of Driving Licence (page with signature)</li> <li>• copy of recent utility bill.</li> </ul>	
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## Section 5 – Agent details (if applicable)

*If you wish to appoint an agent (eg a family member, solicitor, etc) to act on your behalf in connection with your personal data access request, please complete this section.*

I confirm that I wish to appoint the individual named below to act as an agent on my behalf in relation to the personal data access request which is the subject of this form, and I consent that my personal data may be shared with this person.	
Name	
Address (including Eircode)	
Contact telephone number	
Contact email address	
Relationship to me	

## Section 6 – Declaration

*This section should be completed by the data subject.*

I confirm that I am the data subject named in Section 1 above. In accordance with Article 15 (Individual Right of Access) of the GDPR, I request a copy of the personal data held on me by Marino Institute of Education. I confirm that the details set out by me on this form are, to the best of my knowledge, true and accurate.	
Signed	
Date	

*This section should be completed by the agent (if applicable).*

I confirm that I agree to act as an agent for the data subject named in Section 1 above. I confirm that the details set out on this form are, to the best of my knowledge, true and accurate.	
Signed	
Date	