

**Probation Service**

**Subject Access Request Form**

Request for Access to Personal Data under the General Data Protection Regulation (GDPR) 2018

Please complete all parts.

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| **Part 1 – Details of Data Subject (person making request)**  *Please use block capitals* |

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

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

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

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| **Part 2 – Details of Request** |

**The details of my request are:**

*To assist us in identifying and locating the personal data sought, please ensure that you provide details of your interactions with our various Offices and Divisions, as well as any specific identifiers (e.g. any previous addresses, date of birth, reference numbers from previous contacts with us etc.).*

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**The period of time for which data is sought:**

*Please indicate the timeframe for your request (e.g. July 2016 or January 2015-April 2017)*

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**Further details:**

*Please provide any extra information you have which may assist us in responding to your request*

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| **Part 3 – Verification of Identity** |

In order for us to verify your identity, please provide:

1. Copy of one of the following forms of photographic identification:

*Please tick whichever provided.*

 Current Passport

Current Driving Licence

 Public Services Card

**AND**

1. Copy of a recent Utility Bill or Government issued letter

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| **Part 4 – Form of Communication** |

I request you to forward all correspondence in relation to this request by:

*Please tick as appropriate*

 Postal Address provided above

 Email Address provided above

Signature of Requester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form by post to:

The Data Protection Officer,

Probation Service Headquarters,

Haymarket,

Smithfield,

Dublin 7,

D07 WT27

Or by email to:

[DPO@probation.ie](mailto:DPO@probation.ie" \o "DPO@probation.ie)

**Checklist**

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the SAR form - YES/NO
3. Included the specified photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO

For further information, please visit:

* <http://www.justice.ie/en/JELR/Pages/Data_Protection>
* [Probation Service DP Web page](http://www.probation.ie/EN/PB/sectionpage?readform)
* [www.dataprotection.ie](http://www.dataprotection.ie)

**Subject Access Request Form  
Privacy Notice**

1. The data you provide is collected by the Probation Service. The Probation Service is an agency of the Department of Justice committed to working to achieve the high level objectives and policy goals of the Department in working for safer and fairer communities. The Probation Service is a ‘Data Controller’, on behalf of the Department of Justice for the information you provide and has responsibilities for ensuring the privacy of data subjects and the protection of personal data processed. The Data Controller contact details are:

The Data Protection Officer,

The Probation Service,

Haymarket,Smithfield, Dublin 7, D07 WT27

Email: [DPO@probation.ie](mailto:DPO@probation.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 DJE IT servers.
4. The contact for any queries in relation to this form is Data Protection Support and Compliance Office at [informationunit@probation.ie](mailto:informationunit@probation.ie).
5. This data will be stored for 5 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 Support and Compliance Office 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 in the Department of Justice and Equality Data Protection Policy available at: [Data Protection - The Probation Service:](http://www.probation.ie/en/PB/Pages/WP15000011)