



volunteer centre

Ionad d'Obair Dheonach Corcaigh

CORK

Data Protection

Subject Access Request (SAR)

Application Form

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

Data Retention

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete all parts of this Form in full.

Part 1 – Details of Data Subject (Your Details)

Contact Details (in block capitals):

Name:

Surname:

Address:

Eircode:

Contact Phone Number:

E-mail Address (where applicable):

Part 2 – Details of Request

Help Us to Help You!

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. Organisation you have been volunteering with etc).

Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. 01 January 2018 to present for which you are seeking the personal data).

Please provide us with a reference number (if relevant) relating to your contact with us in the past (e.g. previous application number, etc.).

Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. (e.g. by providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently).



Part 3 - 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 Requester: _____

Date: _____

Please return the completed Form by email to: karen@volunteercork.ie (Karen O'Connor, Data Protection Champion, Cork Volunteer Centre)

