

ACCESS REQUEST FORM

Request for a copy of Personal Data under Data Protection Act, 2018

Important: A photocopy of your proof of identity [e.g. passport or driver's licence] and a photocopy of proof of address must accompany this Access Request Form [see Note below].

PLEASE COMPLETE BELOW SECTIONS IN BLOCK CAPITALS

SECTION A

*Full Name: _____

*Postal Address: _____

*Telephone/E-Mail: [We may need to contact you to discuss your Access Request - include Area Code].

* **Compulsory Fields**

SECTION B

I, _____ [insert name] wish to have access to data that I believe Denis McSweeney Solicitors retains on me as outlined below [please include the nature of legal matter[s] and any account/reference number relevant to your access request].

SECTION C - DECLARATION

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

NOTE:

We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately [e.g. copy of photographic identification, passport or driver's licence].

Have You	Yes	No
▪ completed the Access Request Form in full?		
▪ signed and dated the Access Request Form?		

If you have ticked **No** to any question above Denis McSweeney Solicitors cannot process your request.

Please return this form to: **Denis McSweeney Solicitors, 16 Herbert Place, Dublin 2**

ACCESS REQUEST FORM

Requests for Access to Personal Data under the Data Protection Act, 2018.

- Under the Data Protection Acts, you may receive a copy of your personal data held by Denis McSweeney Solicitors electronically or in manual filing systems simply by making a written request.
- If you wish to access your personal data held by Denis McSweeney Solicitors you should contact us in the first instance and check if the data can be released routinely.
- If this is not possible you can make an application under the Data Protection Act, 2018
- You may use the Data Protection Application Form or write a letter clearly stating that you are applying under Data Protection Acts.
- All applications should be addressed to **Denis McSweeney Solicitors, 16 Herbert Place, Dublin 2**
- To help us answer your request please be as specific as possible about the information you wish to see, and give as much information as you can to help us find it.
- You are legally entitled to a decision regarding your request within 30 days of Denis McSweeney Solicitors receiving your request. However, every effort will be made by Denis McSweeney Solicitors to deal with your request as soon as possible. You will be asked to provide proof of your identity.
- If you are unhappy with the decision of Denis McSweeney Solicitors you have the right to complain to the Data Protection Commissioner who will investigate the matter for you. The Data Protection Commissioner has legal powers to ensure that your rights are upheld.