



**An Roinn Gnó,
Fiontar agus Nuálaíochta**
Department of Business,
Enterprise and Innovation

**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.

Notes:

- 1. In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.*
- 2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.*
- 3. You may contact our Data Protection Officer to assist you in the completion of this Form.*
- 4. A copy of our Privacy Statement is available at: <https://dbei.gov.ie/en/Privacy-Statement/>*

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. please state the area(s) of the Department/Office you have corresponded with/the types of applications you may have made, etc).

Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data).

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 post to:

**Data Protection Officer
Department of Business, Enterprise & Innovation
23 Kildare Street
Dublin 2
D02 TD30**

Or by e-mail to:

dataprotection@dbei.gov.ie

Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. (1890) 252231 or by email at: info@dataprotection.ie.

Part 4 – Further Details

Please tick, which areas of our Department or Offices as set out below, that you think may hold your personal data. This will assist us in providing you with a more efficient service.

Our Business Areas	Please indicate where you think your personal data are being held? (Please tick all relevant areas)	Please provide as much specific detail(s) as you can in assisting us to locate your personal data (Please insert any reference numbers or case numbers, etc. here)
Human Resources and Learning & Development Division		
Human Resources (Personnel) Unit		
Learning and Development Unit		
Ministers and Secretary General		
Ministers' Offices		
Secretary General's Office		
Indigenous Enterprise Development Division		
Digital Single Market Unit		
Access to Finance (Strategic Banking Corporation of Ireland - SBCI)		
Workplace Regulation & Economic Migration Division		
ICT Unit		
Employment Permits Section		
Labour Court		
Workplace Relations Commission (WRC)		
Finance Unit		

Innovation & Investment Division		
Patents Office		
EU Affairs		
Export Licensing Unit		
Commerce, Consumer and Competition		
Companies Registration Office (CRO)		
Office of the Director of Corporate Enforcement (ODCE)		

Part 5 - Checklist

Please remember to check that you have:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on page 4 - YES/NO
3. Provided us with sufficient details to locate your personal data - YES/NO
4. Provided adequate Proof of Identity - YES/NO