

Document: Subject Access Request Form	Last review date: 20/01/2021
Target Group: General Public	Next review date: 20/07/2021



Data Subject Access Request Form (Request for a copy of Personal Data) under the General Data Protection Regulation

To see a copy of your own data held by Labour, you will need to submit a written request to the Labour Data Protection Officer enclosing proof of identity, such as copy of driving license or passport, and proof of address, such as utility bill or a letter from a bank or public authority.

You are encouraged to complete this Subject Access Request Form to assist Labour in accurately identifying the location(s) of the personal data. However, any request in writing is acceptable.

SECTION 1 – CONTACT DETAILS OF THE REQUESTER

Full name:	
Postal address:	
Telephone number:	
Email address:	

Are you the data subject (i.e. the person whose personal data is being request)?

<input type="checkbox"/> Yes	<p>Labour is required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. In order to confirm your identity, please provide us with the following</p> <ol style="list-style-type: none"> 1. Identification: A copy of a valid identification document with your picture, such as a passport or driving license. 2. Proof of address: A copy of a recent utility bill, or a letter from a bank or public authority dated within the last 3 months <p>PROCEED TO SECTION 3 OF THIS FORM</p>
<input type="checkbox"/> No	<p>Are you acting on behalf of the data subject, with the express permission, or with the appropriate legal authority? If this is the case, you must provide evidence of this in writing and enclose it with this form, along with the enclosed proof of the data subject's identity as described above.</p> <p>PROCEED TO SECTION 2 OF THIS FORM</p>

Is the data subject a current or previous employee of Labour?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes please provide details:

SECTION 2 – DETAILS OF THE DATA SUBJECT

(IF DIFFERENT TO THOSE PROVIDED IN SECTION 1)

Full name:	
Postal address:	
Telephone number:	
Email address:	
<p>Legal status in relation to data subject</p> <p><i>if you are not the data subject, please briefly describe your relation to them (legal representative, spouse, parent etc.) and explain the reason for you making this request on behalf of the data subject. This should be supported by appropriate written authorization, such as an explicit letter of consent from the data subject.</i></p>	

SECTION 3 – INFORMATION ABOUT THE DATA REQUESTED

To help Labour identify and collect your data as quickly as possible, please provide any information about the data you require below. If you wish to see only certain document(s), please describe these below.

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SECTION 4 – DECLARATION

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for Labour to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 30 calendar days specified in the General Data Protection Regulation, will not commence until Labour is satisfied in this regard.

Signature:	
Print name:	
Date:	

SECTION 5 – SUBMITTING YOUR REQUEST

Once completed, please return this form (along with the required documentation) to the Labour Data Protection Officer, either by email:

dpo@labour.ie

Or by post:

The Data Protection Officer,
The Labour Party,
2 Whitefriars,
Dublin 2,
Ireland. D02 A008

Tel: +353 1 6784700