



Subject Access Request 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, repetitive, 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 completing this Form.

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, this form in full.

Part 1 – Details of Data Subject (Your Details in BLOCK CAPITALS)

NAME: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____

E-MAIL ADDRESS: _____

Part 2 – Details of Request

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

Please tell us the relevant period of time or timelines involved.

Please provide us with any reference numbers relating to your contact with us in the past.

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 hand or post to

Data Protection Officer,

Splashworld,

Railway Square,

Tramore,

Co. Waterford

Or email dataprotection@splashworld.ie