**REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT 2014**

To:

FOI Officer, Property Services Regulatory Authority, Abbey Buildings, Abbey Road, Navan, Co Meath, C15 K7PY

*Please use BLOCK letters*

**Details of Applicant**

First name:

Surname:

Postal Address:

Email Address:

Telephone Number(s)

**Home:**

**Business**:

**Details of Request**

In accordance with the Freedom of Information Act 2014, I request access to records which are:

(Please indicate as appropriate)

 Personal Non-personal

*In the space provided below, please describe the records as fully as you can. If you are requesting* ***Personal Information****, please state precisely, in whose name those records are held. It is not usual to be given access to personal information of another person unless you have obtained the written consent of that person.*

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| --- |
| **I request the following records:** |

**The Property Services Regulatory Authority (PSRA) will treat all information and personal data that you provide as confidential, in accordance with the EU General Data Protection Regulation and the Data Protection Act, 2018.**

**All information provided to the Property Services Regulatory Authority will only be shared with other approved organisations in accordance with the Property Services (Regulation) Act 2011.**

**The full text of the PSRA’s Data Protection Policy can be found on our website at** [**http://www.psr.ie**](http://www.psr.ie)

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| --- |
| Official Use OnlyDate FOI Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Identity Verified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Consent Confirmed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Freedom Of Information Request Form**

**Privacy Notice**

1. The data you provide in this form is collected by the Property Services Regulatory Authority (PSRA).

The Data Controller for the information you provide is the Property Services Regulatory Authority and

can be contacted at;

Property Services Regulatory Authority

Abbey Buildings

Abbey Road

Navan

Co. Meath.

2. We may use the personal data you provide in this form for the purpose of responding to your Freedom Of Information request.

3. Our legal basis for collecting and processing this data is under the Freedom Of Information Act 2014.

4. The personal data provided here will be stored securely on Dept. of Justice & Equality IT servers. It may be shared, where appropriate, with other approved organisations including; government departments, other state agencies, legal and financial advisors.

(On an ongoing basis, the PSRA puts in place appropriate contracts / memoranda of understanding /

bilateral agreements with third parties with which personal data is shared.)

5. This data will be stored in accordance with specified PSRA retention schedules.

6. You can request a copy of the personal data that we hold on you. You can do this by completing a Subject Access Request form (available on the PSRA website at http://psr.ie/en/PSRA/Pages/Data\_Protection) and forwarding it to info@psr.ie or by post to the PSRA Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you.

7. You have the right to rectify any inaccuracies in your data. To do this you should write to the PSRA documenting the inaccuracies which need to be rectified.

8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition you have the right to lodge a complaint with the Data Protection Commission.

9. Further details in relation to your data protection rights can be found in the Property Services Regulatory Authority Data Protection Policy available on the PSRA website at http://psr.ie/en/PSRA/Pages/Data\_Protection

You can contact the Data Protection Officer for the PSRA with any queries in relation to this form or to any other data protection issues:

Data Protection Officer Phone: 046-9033800

Property Services Regulatory Authority Email: info@psr.ie

Abbey Buildings

Abbey Road

Navan

Co. Meath.