Property Services Regulatory Authority

**Subject Access Request Form**

Request for Access to Personal Data under the General Data Protection Regulation 2018.

**The Property Services Regulatory Authority (PSRA) will treat all information and personal data that you provide as confidential to the relevant parties involved, 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/)

Please complete all parts.

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| **Part 1 – Details of Data Subject (person making request)** |

***Contact Details*** *(in block capitals)***:**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part 2 – Details of Request** |

To facilitate locating the personal data you require, please state the area(s) within the PSRA to which the data relates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any reference or licence numbers relating to your contact with the PSRA:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the timeframe for your request (e.g. July 2021 or January 2021-April 2022):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline details of the data sought:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part 3 – Verification of Identity** |

In order for us to verify your identity please provide a copy of photographic ID (Public services card / passport / drivers licence) and a copy of a recent Utility Bill or Government issued Letter.

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| **Part 4 – Form of Communication** |

I request you to forward all correspondence in relation to this request by:

(Please tick as appropriate)

 Postal Address provided above

Email Address provided above

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| **Part 5 - 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 and requested documentation (Part 3) by-

Post to:

Data Protection Officer

Property Services Regulatory Authority

Abbey Buildings,

Abbey Road

Navan

Co. Meath

Or by email to

Info@psr.ie

Further information on Data Protection:

* The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie/) or
* Make contact with the Office of the Data Protection Commissioner by phone on Tel. 1800437 737, by webform on the Data Protection Commissioner website or by post to the postal address listed on [www.dataprotection.ie](http://www.dataprotection.ie/)

**Checklist**

Have you:

* Completed the Subject Access (SAR) Request form in full - YES/NO
* Signed and dated the SAR form - YES/NO
* Included the required photographic ID - YES/NO
* Included a copy of a recent utility bill or Government letter - YES/NO

**Subject Access 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 Subject Access Request.

3. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR) and Data Protection Act 2018.

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 <https://www.psr.ie/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 <https://www.psr.ie/data-protection/>.

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

Data Protection Officer Phone: 046-9033800

Property Services Regulatory Authority Email: [info@psr.ie](mailto:info@psr.ie)

Abbey Buildings

Abbey Road

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