



SUBJECT ACCESS REQUEST FORM

REQUEST FOR ACCESS TO PERSONAL DATA UNDER THE GENERAL DATA
PROTECTION REGULATION ('GDPR')

For information on what you are entitled to under the GDPR please see the note below – 'Your Rights'

PLEASE USE BLOCK CAPITALS
APPLICANT DETAILS

SURNAME:	
FIRST NAME(S):	
ADDRESS:	
E MAIL ADDRESS:	
TELEPHONE NUMBERS:	MOBILE:
	HOME:
	BUSINESS:

PERSONAL DATA

WE MAY NEED TO CONTACT YOU VIA THE DETAILS PROVIDED ABOVE IN RESPECT OF YOUR REQUEST. BEFORE YOU ARE GIVEN ACCESS TO PERSONAL DATA, PROOF OF IDENTITY SUCH AS A PASSPORT OR DRIVING LICENCE MAY BE REQUIRED. PLEASE DESCRIBE, IN DETAIL, THE DATA TO WHICH YOU ARE SEEKING ACCESS, INCLUDING RELEVANT DATES (IF APPLICABLE):

I REQUEST THE FOLLOWING PERSONAL DATA:



Comhairle na nDochtúirí Leighis Medical Council

FORM OF ACCESS

MY PREFERRED FORM OF ACCESS TO RECEIVE COPIES OF RECORDS IS:

(PLEASE TICK AS APPROPRIATE):

POST (PROVIDE ADDRESS BELOW)

EMAIL (PROVIDE ADDRESS BELOW)

OTHER (PLEASE SPECIFY)

IF YOU HAVE ANY QUERIES ON THIS PLEASE CONTACT THE DATA PROTECTION OFFICER ON THE CONTACT DETAILS BELOW. ONCE YOU HAVE COMPLETED THE FORM PLEASE SEND IT TO:

**DATA PROTECTION OFFICER,
MEDICAL COUNCIL, KINGRAM HOUSE
KINGRAM PLACE, DUBLIN 2.**

OR BY EMAIL:

DP@MCIRL.IE

YOUR RIGHTS UNDER THE GDPR REGARDING YOUR INFORMATION

Under data protection legislation you are only entitled to your own personal information, not the information of others.

You are entitled to know:

- what information we hold on you,
- the purpose and legal basis for processing this information,
- what kind of information we process,
- the source of the personal data,
- who we disclose your information to,
- how long we retain it for.

Our Privacy Policy or Privacy Statement may be the most appropriate way to provide you with information on how we handle your data.

We must respond within one calendar month from the date of your request (unless we require further information from you). We have the option to extend this timeframe by a further period of two months if we consider that we need additional time to consider the request. We shall notify you in writing of the reason any extension of time is required.

You also have the right to request rectification, erasure or restriction to processing of personal data, where appropriate.