



Personal Data Request Form

What you need to know before you fill in this form

In keeping with the GDPR and the Data Protection Acts, 1988 to 2018 if you wish to:

(a) Right of access - you have the right to request a copy of the personal data that Fáilte Ireland hold about you and why (known as a Subject Access Request);

(b) Right of rectification - you have a right to correct or update data that we hold about you that is inaccurate or incomplete (e.g., surname, address, mobile number, etc.); or

(c) Right of erasure - in certain circumstances, you can ask for the data we hold about you to be erased from our records.

(d) Right to restriction of processing - where certain conditions apply you have the right to restrict the processing of your personal data.

(e) Right to object - you have the right to object to certain types of processing such as direct marketing.

You have two options in terms of sending in this request to Fáilte Ireland, they are as follows:

1. Please **complete this form** and submit it, with proof of identity that you are the **Data Subject*.

2. **E-mail:** dpo@failteireland.ie (Your verification documentation can be sent in PDF format. If this is sent via e-mail to data.protection@failteireland.ie it can be password protected to ensure that if it is accidentally e-mailed to the wrong recipient, it cannot be opened. The password must be sent via a different communication method (i.e., by text message or verbally over the telephone to +353 86 4169485).

If you are making the request on behalf of a Data Subject, an authorising letter signed by the Data Subject with proof of the Data Subject's identity must be submitted.

Data Subject is the person who has a right to request **a, **b** or **c** (as outlined above) and is the person who is the subject of the personal data in question.*

To process your request, Fáilte Ireland may need you to request additional information or to seek clarification. Fáilte Ireland will confirm the outcome of your request within 30 days of receiving your request.

Your Contact Details

The contact details might be required to contact you to discuss your request.

First Name *

Last Name *

Email *

Phone *

Postal Address *

Note: We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately. The identification documents will only be kept for verification purposes and will destroy once this request case is closed.

1. Certified original copy of valid photo ID (passport, new drivers' licence (card))*

Choose file

2. A certified proof of address (i.e., the very top of a bank statement/utility bill that contains only your postal address and the date. The date of this should be within the last three months).*

Choose file

Which of the following are you requesting?

- ☐ Get a copy or find out what personal data Fáilte Ireland holds on you and why.
- ☐ Rectify or update your information (e.g., surname, address, mobile number, etc.,)
- ☐ Erase your personal information (known as the Right to Be Forgotten)
- ☐ Restrict the processing of your personal data

- ☐ Object to certain types of processing such as, direct marketing.

Name of service(s) and any account/reference number relevant to your access request

Date To *

Date From*

- ☐ Emails
- ☐ Documents
- ☐ Photographs
- ☐ Video/Digital Recordings
- ☐ CCTV Stills/Images
- ☐ Job Application/Interview Score Sheets
- ☐ Grant Applications

Others, please explain below:

If you are requesting that your personal data is erased

I wish my personal data erased (under section 92(3) of the Data Protection Act 2018) because I believe that;

- ☐ My data is inaccurate and not kept up to date
- ☐ My data is being processed unlawfully or unfairly
- ☐ My data is not being collected for one or more specified, explicit and legitimate purpose
- ☐ My data is being processed in a manner incompatible with its purpose
- ☐ The amount of my data being processed is excessive
- ☐ My data being processed is irrelevant or inadequate
- ☐ My data is kept for longer than is necessary for the purposes of the processing
- ☐ My data is not securely held
- ☐ There is no legal basis for processing my data
- ☐ I just want to withdraw my consent and no longer have my personal data processed

- ☐ My data falls under a special category and I did not or no longer consent to it being processed
- ☐ Other, for other the details, are;

The elements of the information that I would like erased are:

Please note

- 1) Where the request is regarded as manifestly unfounded or excessive, a reasonable charge will be made taking into account the administration costs of providing the information.
- 2) By making a request via this form, email or online you will receive the information back via email.
- 3) By making a request via post you will receive the information via post.

Requesting to erase your personal data

Upon request, we will remove your information if one of the following applies:

- Your personal information is no longer required for the purpose it was originally collected/processed.
- The processing of your data was based on your consent, which you withdraw and there is no other legal reason for processing your personal information.
- You exercise your right to object and there are no overriding lawful grounds for the processing.
- Your personal information has been processed unlawfully.
- Your personal information needs to be erased to comply with a legal obligation.

Please note

- When you ask Fáilte Ireland to forget your personal information, we will remove your information that we do not need to hold.
- Fáilte Ireland will no longer be able to process requests from you about the information after we have removed it.

I hereby declare and confirm that all information and supporting documents provided by me in connection with this Request are true, accurate and complete. I understand that it will be necessary for Fáilte Ireland to verify my identity and Fáilte Ireland may contact me for more detailed information to process my request. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.

☐ **Declaration of Requester ***

What happens next?

Once you complete and submit this form, our Data Protection Team will assess your request. We will notify you, in writing, of the outcome of your request. We will only use the information you give us on this form to examine and process your request.