

NALA Subject Access Request Form

Introduction

NALA is aware of its obligations as a data controller, with primary responsibility for, and a duty of care towards the personal data within its control.

NALA is a data controller with reference to the personal data which it manages, processes and stores. Data subjects whose personal data is held by NALA are entitled to ask whether the data controller is processing any personal data about that individual and, if so, to be given:

- A description of the personal data;
- The purposes for which they are being processed; and
- Information on any organisation to whom that personal data is being, or might be disclosed.

The data subject must also be told about the sources from which the data controller derived the information so long as those sources are available to the controller, and for a copy of the information held, in response to a valid request to that effect.

Under the GDPR, these two separate responses are now combined into one obligation – Article 15 requires that the organisation provide information on the source(s) and use(s) as well as a copy of the information, in the same response].

Subject Access Request Procedure

To see a copy of your own data held by NALA you will need to submit a written request to NALA's Internal Support Coordinator enclosing proof of identity, such as staff ID card, or copy of driving licence or passport.

You are encouraged to complete the Subject Access Request Form (see below) to assist NALA in accurately identifying the location(s) of the personal data. However, any request in writing is acceptable. NALA will respond as quickly as possible, but has a maximum of 30 calendar days to respond to your request once it has received all the relevant information.

Please note that Article 15 of the General Data Protection Regulation provides that the right of access does not apply in a number of cases, in order to strike a balance between the rights of the individual, on the one hand, and the operational requirements of the organisation on the other. For this reason, there are circumstances under which NALA will withhold certain data from disclosure. These circumstances will be reviewed on a case-by-case basis and will be explained to the requestor as part of NALA's response to them, where appropriate.

NALA Subject Access Request Form

NALA

Data Subject Access Request Form

Data Protection Act 1988, Data Protection (Amendment) Act 2003 and General Data Protection Regulation 2018

Full Name (Capitals): _____

Postal address: _____

Telephone: _____

Email: _____

I (name) wish to make an access request under Section 4 of the Data Protection Acts, 1988, 2003 and Article 15 of the GDPR, 2018 for information on any data relating to me, including a copy of any such information, in particular those data specified below, that your organisation keeps about me, either on computer or in manual form.

[Please describe the personal data which is required in as much detail as possible:]

Specific Data: _____

Specific Data: _____

Specific Data: _____

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I enclose the following additional information which could help to process the request as quickly as possible:

Please indicate if you will be happy to merely view the data or if you would like a copy of the data (optional).

Signature: _____ Date: _____

Print name: _____

Please submit:

- A copy of official identification (which includes your photo), to verify your identity e.g. driving license or passport along with this form.
- A recent bill from a utility company as proof of address.

Please return this form to:

The Internal Support Coordinator,

NALA,

Sandford Lodge, Sandford Close, Ranelagh, Dublin DO6 YF65.

01 412 7900

OR mydata@nala.ie