

National Adult Literacy Agency Subject Access Request Form

Request for a copy of personal data under Articles 15 to 22 of the General Data Protection Regulation 2018.

Please return this form to:

Governance and Compliance Officer

NALA

Sandford Lodge

Sandford Close

Ranelagh

Dublin D06 YF65.

You can also contact us by:

- phone, 01-412 7900; or
- email, info@nala.ie.

Section 1: Your personal details

Full name (please use CAPITAL letters)

Postal address

Eircode

Phone

Email

National Adult Literacy Agency
Subject Access Request Form

Section 3: Proof of your identity

To prove your identity, we need two pieces of ID:

- photographic ID, and
- proof of address.

For example, a copy of your passport and a utility bill.

Types of ID I have supplied

Section 4: Declaration

The information which I have supplied in this request is correct, and I am the person to whom it relates. I understand that NALA may need to obtain more information from me to comply with this request.

Signature

Date

Please write name in CAPITAL letters

Sections 5, 6 and 7 should only be completed if the application is being made by a representative applying on your behalf.

Section 5: Representative details

(If completed NALA will reply to the address you provide in this section)

Name of representative (CAPITALS)

Company name

National Adult Literacy Agency
Subject Access Request Form

Postal address

Eircode

Phone

Email

Section 6: Proof of the representative's identity

To prove the representative's identity, we need two pieces of ID:

- photographic ID, and
- proof of address.

For example, a copy of their passport and a utility bill.

Types of ID supplied

Section 7: Authority to release data to a representative

The representative must get permission from the data subject before we can release their personal data. The representative should obtain your signature below or provide a separate note of authority. This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

I give my authority for the representative named in Section 5 of this form to make a Subject Rights Request on my behalf under Data Protection Legislation.

Signature of data subject

Date

Signature of representative

Date

For NALA internal use only

Reference No: _____

Date received: _____

Date of acknowledgement of data subject: _____

Identity verified: _____

Date of response to data subject: _____