 **Data Protection**

**Subject Access Request (DSAR) Form**

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

***Notes:***

* *In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.*
* *You may contact our Data Compliance Officer to assist you in the completion of this form. Please email* *dataprotection@kcys.ie* *for further assistance.*
* *A copy of our Privacy Statement is available on our website:* [*https://kcys.ie/protection-notice/*](https://kcys.ie/protection-notice/)

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| --- |
| **Details of Data Subject**  |
| **Name:** |  |
| **Address:** |  |
| **Contact number:** |  | **Email:** |  |
| **Date of Birth *(if under 18)*** |  |
| **Name & Address of Parent/Guardian *(if under 18)*** |  |
| **Contact number:** |  | **Email:** |  |
| **Details of Request** |
| **Please provide us with any specific details that you feel are relevant in assisting us in locating your personal data.***By providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently. (These details may include the department in KCYS that you were involved in, the names of the staff you were in contact with etc.)* |
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| *Please tell us the relevant period of time or timelines involved:* |
|  |
| **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: |  |
| Signature of Parent\Guardian:*If applicable* |  | Date: |  |

Please return the completed Form by email to dataprotection@kcys.ie or by post to:

**Data Compliance Officer, Kerry Community Youth Service, Fair Hill, Killarney, Co Kerry**