

**Foirm Iarratais Rochtana  
ó Dhuine  
is Ábhar do Shonraí**



Comhairle Chontae na Gaillimhe  
Galway County Council

Subject Access  
Request Form

Tá an foirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá míle fáilte an foirm seo a líonadh i nGaeilge

Request for Access to Personal Data under the Data Protection Acts 1988 /2003 and 2018 and the General Data Protection Regulation 2016. Please complete all parts

**Part 1 – Details of Data Subject (person making request)**

Contact Details (in block capitals):

Full Name	
Address	
Contact Phone Number	
Email Address (where applicable)	

**Part 2 – Details of Request**

Requesters should include any details that will help the organisation locate their personal data. For example, please state the Department within Galway County Council to which the data relates


Please provide any reference numbers relating to your contact with Galway County Council


Please outline details of the data sought


### Part 3 – Verification of Identity

In order for us to verify your identity, please provide a copy of photographic ID (Public services card/passport/Irish driving licence or Learner Permit) and proof of address in the form of a copy of a recent utility bill, bank statement, or official correspondence such as from the Revenue Commissioners, or Department of Employment Affairs and Social Protection.

Please note that Galway County Council will be unable to commence processing your request, or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is in order to ensure that personal data is not accidentally disclosed to the wrong person.

### Part 4 - 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

### Checklist

1. Completed the Subject Access (SAR) Request form in full
2. Signed and dated the Declaration on the SAR form
3. Included a photographic ID
4. Included a copy of a recent utility bill or Government letter

### Subject Access Requests PRIVACY STATEMENT

Galway County Council is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. Galway County Council will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. Galway County Council will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other local authorities, Government Departments, or other public bodies, in certain circumstances where this is provided for by law. The Council will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the personal data that we collect are no longer required, we destroy or delete them in a secure manner. Galway County Council's Data Protection Policy, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject, is available at on the Council's website- [www.galway.ie](http://www.galway.ie) The policy is also available in hard copy upon request.

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. 1890 252231 or by email [info@dataprotection.ie](mailto:info@dataprotection.ie)

**Seol an fhoirm ar ais chuig:**

**An tOifigeach um Chosaint Sonraí,  
Comhairle Chontae na Gaillimhe,  
Aras an Chontae,  
Cnoc na Radharc,  
Gaillimh  
H91H6KX**

Return to:

Data Protection Officer,  
Galway County Council,  
County Hall,  
Prospect Hill  
Galway  
H91H6KX

T: (091) 509290 or (091) 509000  
[dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie)  
[www.gaillimh.ie](http://www.gaillimh.ie)  
[www.galway.ie](http://www.galway.ie)