

Subject Access Request Form

Details of Data Subject (person making request)	
Full Name	
Address (incl. Eircode)	
Telephone*	
E-mail*	
* we may need to contact you to discuss / clarify your Subject Access Request	
I, [insert name] wish to have access to data that I believe the Judicial Council retains on me as outlined below.	

Please tick, which areas set out below, may contain personal data

Possible Personal Data Retained	<i>Personal Identifier (if available)</i>

To assist us in locating and identifying the personal data requested, please ensure that you provide details of your interactions with the Council and with whom you have corresponded with.

The period of time for which data is sought: <i>(e.g. January 2021-April 2021)</i>		
Further details: <i>Please provide any extra information you have which may assist us in responding to your request.</i>		
Signature of Requester		
Date		
Checklist - I have:	Yes	No
Completed the Subject Access Request form in full	<input type="checkbox"/>	<input type="checkbox"/>
Attached proof of my identity (e.g. copy of passport / driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

Please return this form to:

Data Protection Officer
The Judicial Council
Green Street Courthouse
Dublin 7,
D07 W568.

Or by email to kmeier@ljudicialcouncil.ie

Please Note: We require proof of the applicant's identity to ensure that the person making this access request is acting legitimately.

For further information, please visit:

- Data Protection Commission – www.dataprotection.ie

Subject Access Request Form - Privacy Notice

1. The Data Protection Unit of the Judicial Council collects the data you provide in this form. The data controller for the information you provide is the Judicial Council. The data controller's contact details are:

The Judicial Council,
Green Street Courthouse
Dublin 7,
D07 W568.

Or by email to info@judicialcouncil.ie

2. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
3. Our legal basis for collecting and processing this data is the 2016/679 General Data Protection Regulation (GDPR).
4. The personal data provided here will be stored securely on IT servers of the Judicial Council.
5. The contact for any queries in relation to this form is Data Protection Unit at info@judicialcouncil.ie.
6. This data will be stored for 7 years from the date of the Subject Access Request or for as long as is needed to respond to the request and implement any further requests from the data subject e.g. rectification, erasure, etc. whichever is later.
7. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Unit at the address listed at 1 above documenting the inaccuracies which need to be rectified.
8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found on the Data Protection tab of the Judicial Council's website available at <https://judicialcouncil.ie/privacy-policy/>