



AN COIMISIÚN UM ACHOMHAIRC CHÁNACH  
TAX APPEALS COMMISSION

## Subject Access Request Form

Request for Access to Personal Data under the  
General Data Protection Regulation (GDPR) 2018

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

*Please use block capitals*

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

### Part 2 – Details of Request

#### **The details of my request are:**

*To assist us in identifying and locating the personal data sought, please provide details of your interactions with the Tax Appeals Commission, as well as any specific identifiers (e.g. any previous addresses, date of birth, reference numbers from previous contacts with the Tax Appeals Commission etc.).*

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#### **The period of time for which data is sought:**

*Please indicate the timeframe for your request (e.g. July 2016 or January 2015-April 2017)*

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**Further details:**

*Please provide any extra information you have which may assist us in responding to your request*

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**Part 3 – Verification of Identity**

In order for us to verify your identity, please provide:

1. A copy of photographic ID (Public services card/passport/Driving licence or Learner Permit)

**AND**

2. A copy of a recent Utility Bill or Government issued letter

***Please note that the Tax Appeals Commission 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 – Form of Communication**

		<b>Please tick one</b>
I request you to forward all correspondence in relation to this request by:	Email Address provided above	<input type="checkbox"/>
	Postal Address provided above	<input type="checkbox"/>

Signature of Requester \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form by post to:  
Data Protection Officer, Tax Appeals Commission, 2nd Floor, Fitzwilliam Court, Leeson Close, Dublin 2, D02 YW24, Or by email to: DPO@taxappeals.ie

## Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the SAR form - YES/NO
3. Included a copy of photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO

### 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 at: [info@dataprotection.ie](mailto:info@dataprotection.ie).