



DP Form 1

Data Subject Access Request Form¹

In line with the General Data Protection Regulation 2016/679 (GDPR), if you wish to make a Subject Access Request (SAR) please complete this form and submit it, with proof of identity that you are the Data Subject, to The Data Protection Officer, Quality and Qualifications Ireland, 26/27 Denzille Lane, Dublin 2, DO2 P266, or by emailing the request to: dpo@qqi.ie.

If you are making the request on behalf of a Data Subject, an authorising letter signed by the Data Subject with proof of the Data Subjects identity must be submitted.

In order to process your request, QQI may need to contact you to request additional information or to seek clarification. QQI will respond to your SAR within 30 days as required by the GDPR.

PLEASE COMPLETE IN BLOCK LETTERS

| Details of Data Subject | |
|-------------------------|--|
| Name: | |
| | |
| ID provided | |
| | |
| Contact Number | |

I, (name in capital letters)

wish to make a Subject Access Request to QQI

Signed:

Date:

¹ **Data Subject is the individual who has a right to request access to their Personal Data and is the person who is the subject of the Personal Data in question**



Declaration

I hereby declare and confirm that all information and supporting documents provided by me in connection with this Request are true, accurate and complete. I understand that it will be necessary for QQI to verify my identity and that QQI may contact me for more detailed information in order to process my request. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.

For Internal Use

Application Reference Number

Linked Reference Number if the data subject has made a previous request

Received by:

Date:

Referred to:

Date:

Date Request Completed:

Date Requestor Informed:

Comments: