



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.).

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)

Further details:

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

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

		Please tick one
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: [<insert email>](#)

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 or,
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. (1890) 252231 or by email at: info@dataprotection.ie.