



THE LABOUR COURT
An Chúirt Oibreachais

Data Protection Subject Access Request (SAR) Application Form

IMPORTANT NOTICE:

If you wish to obtain a copy of your Appeal File you do not have to complete a Subject Access Request (SAR) Application Form. You can request a copy of your Appeal File by e-mailing us at: info@labourcourt.ie. You will be required to provide us with adequate Proof of Identity.

REQUEST FOR ACCESS TO PERSONAL DATA UNDER THE [GENERAL DATA PROTECTION REGULATION](#) (GDPR) AND DATA PROTECTION ACTS 1988-2018.

Notes:

- 1. In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity (e.g. acceptable forms of identity include a copy of your passport, driver's licence or PPS card).*
- 2. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.*
- 3. A copy of our Privacy Statement is available at:
https://www.workplacerelements.ie/en/Privacy-Policy/Labour_Court_Privacy_Statement.pdf*

DATA RETENTION

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**.

Part 1 – Details of Data Subject (Your Details)

Contact Details (*in block capitals*):

Name: _____

Surname: _____

Address: _____

Eircode: _____

Contact Phone Number: _____

E-mail Address (where applicable): _____

Part 2 – Details of Request

Help Us to Help You!

To assist us in locating the personal data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. please state the area(s) of the Labour Court you have corresponded with/the types of applications you may have made, etc).

Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data).

Please provide us with any reference numbers relating to your contact with us in the past (e.g. previous correspondence references, Appeal File reference number(s), etc.).

Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. (e.g. by providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently).

Part 3 - 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: _____

Please return the completed Form by post to:

Data Protection
The Labour Court
Lansdowne House
Lansdowne Road
Dublin 4

Or by e-mail to:

dataprotection@labourcourt.ie

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.

Part 4 - Checklist

Please remember to check that you have:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on page 4 - YES/NO
3. Provided us with sufficient details to locate your personal data - YES/NO
4. Provided adequate Proof of Identity - YES/NO