

Young Friends of the Earth Ireland

**Data Subject Access Request Form (Request for a copy of Personal Data)
 under the General Data Protection Regulation**

To see a copy of your own data held by Young Friends of the Earth Ireland, you will need to submit a written request to the Young Friends of the Earth Ireland Data Protection Committee enclosing proof of identity, such as copy of driving license or passport, and proof of address, such as utility bill or a letter from a bank or public authority.

You are encouraged to complete this Subject Access Request Form to assist Young Friends of the Earth Ireland in accurately identifying the location(s) of the personal data. However, any request in writing to youngfoe@foe.ie is acceptable.

SECTION 1 – CONTACT DETAILS OF THE REQUESTER

Full name	
Postal address	
Telephone number	
Email address	

Are you the data subject (i.e. the person whose personal data is being request)?

Yes	<input type="checkbox"/>	Young Friends of the Earth Ireland is required to ensure that the information it processes is secure. We can only release data if we are
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		<p>satisfied that you are entitled to that information. In order to confirm your identity, please provide us with the following</p> <ol style="list-style-type: none"> 1. Identification: A copy of a valid identification document with your picture, such as a passport or driving license. 2. Proof of address: A copy of a recent utility bill, or a letter from a bank or public authority dated within the last 3 months <p>PROCEED TO SECTION 3 OF THIS FORM</p>
No	<input type="checkbox"/>	<p>Are you acting on behalf of the data subject, with the express permission, or with the appropriate legal authority? If this is the case, you must provide evidence of this in writing and enclose it with this form, along with the enclosed proof of the data subject's identity as described above.</p> <p>PROCEED TO SECTION 2 OF THIS FORM</p>

Is the data subject a current or previous employee of Friends of the Earth Ireland?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes please provide details:

SECTION 2 – DETAILS OF THE DATA SUBJECT (IF DIFFERENT TO THOSE PROVIDED IN SECTION 1)

Name	
Postal address	
Telephone number	
Email address	

Legal status in relation to data subject - *if you are not the data subject, please briefly describe your relation to them (legal representative, spouse, parent etc.) and explain the reason for you making this request on behalf of the data subject. This should be supported by appropriate written authorization, such as an explicit letter of consent from the data subject.*

SECTION 3 – INFORMATION ABOUT THE DATA REQUESTED

To help Young Friends of the Earth Ireland identify and collect your data as quickly as possible, please provide any information about the data you require below. If you wish to see only certain document(s), please describe these below.

SECTION 4 – DECLARATION

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for Young Friends of the Earth Ireland to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 30 calendar days specified in the General Data Protection Regulation, will not commence until Friends of the Earth is satisfied in this regard.

Signature	
Print name	
Date	

SECTION 5 – SUBMITTING YOUR REQUEST

Once completed, please return this form (along with the required documentation) to Data Protection Committee, either by email:

youngfoe@foe.ie

Or by post:

Data Protection Committee
Young Friends of the Earth Ireland
9 Upper Mount Street
Dublin 2
D02K659
Ireland
Tel: 01-6394653