



GDPR - Data Subject Access Request Form

Request for a copy of Personal Data

You have a right to be given a copy of your Personal Data held by Cork Centre for Independent Living Ltd [Cork CIL] on request, subject to certain exceptions. To request your data please complete the form below sign and return to Data_SAR@corkcil.ie. Or post to Cork CIL, First Floor, Monahan Rd, Cork, T12 N6PY.

We recommend that you provide as much detail as possible in your correspondence with us so that we can deal with your query promptly and efficiently. You may be asked to provide proof of identification and/or additional information to validate your identity when making such a request. Please note that we have the right to require that you identify yourself before we will respond to any access request.

If you make a request by email, the information requested will be provided to you in electronic form (where possible). If you wish to receive the information in a particular format (e.g. paper copy or electronic where possible) this should be stated in your request. Paper copies will need to be collected.

Cork CIL will respond to requests as quickly as possible but no longer than 1-month from receipt of this Access Request Form.

Section 1 - please complete this section

Full Name: _____

Address: _____

Telephone/Email: _____

Ensure that this is a secure email address

Section B - please complete this section

I, _____ [insert name] wish to have access to the following information held about me by Cork CIL.

Signed: _____

Date: _____

Note

Please note: there is no fee for data subject access request. However, we may contact you to request a fee if:

- The Request is manifestly unfounded (clearly without good reason)
- The Request is repetitive (repeated)
- The Request is excessive (too much)

If we decide that a fee is necessary, we will charge you a reasonable fee, which will be based on the circumstances. The fee must be paid before we can obey your Request. We may also charge you a reasonable fee if you ask for more copies of the same information