



### Subject Access Request Form

Under Section 3 of the [Data Protection Acts](#), the public has a right to find out, free of charge, if a person (an individual or an organisation) holds information about them. They also have a right to be given a description of the information and to be told the purpose(s) for holding your information.

Under Section 4 of the Data Protection Acts, 1988 and 2003, members of the public have a right to obtain a copy, clearly explained, of any information relating to you kept on computer or in a structured manual filing system or intended for such a system by any entity or organisation.

They must make the request in writing which must be acknowledged and responded to within 30 days.

Full Name: \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_ (insert name) wish to have access in accordance with section 4 of Data Protection Acts 1998 and 2003.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Please note that no data request is considered complete without proof of identity and address accompanying this form.

Please return this form to:

**Communications and Fundraising Officer, Chernobyl Children International, 1A The Stables, Alfred Street, Cork.**

\_\_\_\_\_

#### Office Use Only:

Date application received: \_\_\_\_\_

Proof of identity and address included: \_\_\_\_\_

Date of acknowledgement: \_\_\_\_\_

Date of response: \_\_\_\_\_

Notes: