



Legal Aid Board
An Bord Um Chúnammh Dílíthiúil

Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018.

Please complete all parts from 1 - 4.

Part 1 – Details of Data Subject (person making request)

Contact Details (in block capitals):

Full Name:

Address (including Eircode):

Contact Phone Number:

Email Address (where applicable):

Part 2 – Details of Request – also see APPENDIX

Requesters should include any details that will help the Legal Aid Board locate their personal data for example please state the area(s) within the Legal Aid Board to which the data relates:

Please provide any reference numbers relating to your contact with the Legal Aid Board:

Please outline details of the data sought:

Part 3 – Verification of Identity

In order for us to verify your identity, please provide a copy of photographic ID (Public services card/passport/drivers licence) and a copy of a recent Utility Bill.

Part 4 – 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 Officer
First Floor,
Montague Court,
7-11 Montague Street,
Dublin 2

Or by email to dataprotection@legalaidboard.ie

Further information on Data Protection:

The website of the Data Protection Commission – www.dataprotection.ie or
Make contact with the Data Protection Commission by phone
on Tel. 1890 252 231 or by email on info@dataprotection.ie

APPENDIX

Please tick, which areas set out below, may contain personal data

LAW CENTRE	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
Athlone		
Blanchardstown		
Castlebar		
Cavan		
Clondalkin		
Cork Popes Quay		
Cork South Mall		
Dolphin House		
Dundalk		
Ennis		
Finglas		
Galway Francis St		
Galway Seville House		
Jervis Street		
Kilkenny		
Letterkenny		
Limerick		
Longford		
Medical Negligence		
Monaghan		
Navan		
Nenagh		
Newbridge		
Personal Injuries		
Portlaoise		
Sligo		
Smithfield		
Tallaght		
Tralee		
Tullamore		
Waterford		
Wexford		
Wicklow		

FAMILY MEDIATION OFFICE	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
Athlone		
Blanchardstown		
Castlebar		
Cork		
Dolphin House		
Dundalk		
Galway		
Jervis House		
Kilkenny		
Letterkenny		
Limerick		
Portlaoise		
Sligo		
Tallaght		
Tralee		
Waterford		
Wexford		
Wicklow		

SECTION/UNIT	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
Civil Legal Aid		
Corporate Services		
Criminal Legal Aid		
Finance Unit		
Human Resources		
Research, Learning & Development (including Refugee Documentation Centre)		
I.T.		
Legal Services		
Management		
Organisation		