**FORM NO. 1a**

**ACCESS REQUEST FORM**

You have the right to receive a copy of the personal information we hold about you. We ask that you complete this form, so we can determine the details of your request, and respond to and implement your request as quickly as possible.

This process will provide you with the personal information we hold about you, and information relating to you, in manual or electronic form. Information relating to third parties or other information exempt under applicable law(s) will not be provided.

Please complete your details below and sign where indicated. Send the completed form to the data protection officer at **dpo@sinnfein.ie**.

We generally do not require proof of identification other than name and address in order to provide general personal data on our Abú system, unless we have a specific concern as to your identity. If we hold what is known under the GDPR as "special category data", or other data not received from a publicly available source, or if we have a specific concern as to your identity, we reserve the right to seek additional identification. The reason we require address information is that electoral register data is held by reference to name and address and there is no way to distinguish between registered electors of the same name (which frequently occurs), other than by address.

**Agent of the requestor (if any)**: Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the data subject’s behalf.

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| --- | --- |
| Please complete as much of the following information as you can: | |
| Full name of data subject: | (Title) (First) (Surname) |
| Present Address: |  |
| Street |  |
| Town |  |
| County |  |
| Postcode |  |
| email to which you want the data access request report to be sent |  |
| Other contact details IF YOU HAVE ALREADY GIVEN US SUCH DETAILS:\*(optional) may allow us to confirm your identity and remove need for redacted copies of identity/proof of address documents |  |
| Telephone No. |  |
| e-mail |  |
| Mobile |  |
| **Does your information fall into any of the following categories?** Tick all that apply. |  |
| Constituency Office/Constituency work | Sinn Féin Online Supporter |
| Sinn Féin Member (give membership number) | Electoral Register Database |
| If seeking employment information; Current/last post held in Sinn Féin |  |
| Department |  |
| Office location |  |
| Your employee no. (if any) |  |
| **Other** |  |
| Dates of contracts etc. |  |
| **Any other relevant Information:** |  |

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| **Details of the Agent or Requestor (if any)** |  | |
| Name: |  | |
| Address: |  | |
| Phone Number (optional): |  | |
| e-mail (to which the data access request report will be sent) |  | |
| Proof of entitlement to act (enclose authorisation) |  | |
| Details regarding what information you are looking for. The more details you can give to us the better we will be able to respond to you! | |  |
| Hard copy files (please specify department & location, if known) | |  |
| Search criteria (*i.e.* name, key word, date), | |  |
| Connection to data (*i.e.* employee/member/representative/supplier) | |  |
| Electronic data (please specify system, if known) | |  |
| Search Criteria (please specify the search criteria, *e.g.* system name, identifier no., if known) | |  |
| Connection to file (*i.e.* employee/member/supporter/officer/supplier) | |  |
| Any other filing system | |  |
| **Search criteria** | |  |
| Any other information you feel might assist us in responding to your request: | |  |

We promise to make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

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Data Protection Compliance Coordinator