



## ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

### Data Protection

### Data Subject Access Request (DSAR) Application Form

Request for access to Personal Data under the [General Data Protection Regulation](#) (GDPR) and [Data Protection Acts 1988-2018](#)

**Notes:** In order to respond to your request to access your personal data, you will need to provide us with:

- 1. A copy of a photographic ID (Passport/Drivers licence/Public Service Card) Certified / Stamped by:**
  - A. Your local Garda Station (free); or**
  - B. A Solicitor or Commissioner for Oaths if preferred (there may be a fee in these instances). Please note, they must state their full name; profession & stamp; sign and date the photocopy of the document.**

**\*Please note, we require that the certified photographic identification be witnessed within the last 6 months.**

- 2. If you are making a request on behalf of the data subject:**
  - A. The data subject will need to state this very clearly in writing giving their consent to this arrangement and signing the consent.**
  - B. You will be required to submit your certified ID as part of the request as well as the data subject.**

Where a request is clearly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.

You may contact our Data Protection Officer to assist you in the completion of this Form. You can reach us via phone on 01 2309 300 (Option 6) or email at [dataprotection@aai.gov.ie](mailto:dataprotection@aai.gov.ie)

## Data Retention

**We will only keep a copy of these documents provided to prove your identity until your Data Subject Access Request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.**

**Completing this Form:** To assist us in locating your data, please complete the below sections to assist the Authority locate any of your personal data that we may hold. For example please include details of any interaction you may have had with the Authority, the relevant period of time, reference numbers or the area in which you engaged with us; Domestic Adoption, Intercountry Adoption, Information & Records, Research, Social Work, Corporate Services or Human Resources.

*\*It is not mandatory to provide all of this information, however, provide as much information as is required to allow us to identify your personal data and to communicate with you.*

<b>PART 1 – CONTACT DETAILS (BLOCK CAPITALS)</b>	
Full Name:	
Address:	
Eircode:	
Phone Number:	
Email (if applicable):	

## PART 2 – DETAILS OF DATA SUBJECT (Person requesting the Information)

If your request relates to the area of **Information & Records**. Please complete the below section if possible, if a section does not relate to you, you can mark it N/A.

(Example: adoptee, mother of an adopted person, father of an adopted person, or a relative of an adopted person, see list [here](#)).

**Relationship to Data Subject:**

**Name:**

**Date of Birth of Child:**

**Adoptive Parents Names:**

**Childs Name at Birth:**

**Mothers Name:**

**Agency/ Institution:**

( A list of the records the AAI holds can be found [here](#))

**Adoption Agency:**

**My place of Birth:**

**Date of Placement / Adoption:**

Any additional information that you have that will help us find the personal data. Please complete this section if your request does **not** relate to Information & Records.

### PART 3 - DECLARATION

I declare that all the details I have provided in this form are true and complete to the best of my knowledge and any attempt to mislead may result in prosecution.

**Note: AAI must respond to your request within a period of 30 days. This period will not begin until your certified identification has been received.**

Name	
Signature	
Date	

Please return the completed form by post to:

**Data Protection Officer  
The Adoption Authority of Ireland  
Shelbourne House  
Shelbourne Road  
Ballsbridge, Dublin 4  
D04 R6F6**

Or by e-mail to: [dataprotection@aai.gov.ie](mailto:dataprotection@aai.gov.ie)

Further information on Data Protection:

- The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie)

### PART 4 - CHECKLIST

<b><u>Please remember to check that you have:</u></b>	YES	NO
1. Completed the Subject Access Request (SAR form in full)		
2. Signed and dated the Declaration above		
3. Provided sufficient details to locate your personal data		
4. Provided adequate proof of identity (Certified proof of Identity only)		

## **Our Privacy Statement**

**THE ADOPTION AUTHORITY OF IRELAND WILL TREAT ALL INFORMATION AND PERSONAL DATA THAT YOU PROVIDE AS CONFIDENTIAL, IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION LEGISLATION.**