



Parish of Castleknock and Mulhuddart with Clonsilla

Subject Access Request



SECTION 1: Details of the person requesting information

Title:		Family Name:		
First Name(s):				
Full Address:				
Telephone Number:	Home:		Mobile:	
Email Address:				
Relationship to Data Subject, if acting on behalf of same:				

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES:** I am the data subject. I enclose proof of my identity (see below). (Please go to Section 4)
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). (Please go to section 3)

Identification: To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of your proof of identity and proof of address.

- 1) **Proof of Identity:** Passport or photo driving licence or national identity card or birth certificate.
- 2) **Proof of Address:** Utility bill or bank statement or credit card statement (no more than 3 months old); current driving licence with address or current TV licence or local authority tax bill or Revenue tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from Section 1)

Title:		Family Name:		
First Name(s):				
Full Address:				
Telephone Number:	Home:		Mobile:	
Email Address:				

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require and be as thorough and specific as possible.

Please note

- If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.
- While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.
- However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: Information about the collection and processing of data

If you would like information about how we process or share your data, please tick the boxes below:

Why we are processing your personal data?

Who is your personal data shared with?

Where did we get your personal data?

SECTION 6: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to the Church of Ireland is true.

I understand that it is necessary for the Data Controller to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature:	
Date (dd/mm/yyyy):	

Please return the completed form to the contact details below.

Please ensure you put Subject Access Request in the Subject Line if you submit this by email.

Contact details:

Postal: Canon Paul Houston, Parish of Castleknock and Mulhuddart with Clonsilla, Parish Office,
Main Street, Castleknock, Dublin 15

Email address: cmcparishoffice@gmail.com

Phone: 01 – 820 0040

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Correcting Information

If after you have received the information you have requested, you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else;

Please notify Canon Paul Houston or the Parish Office at the contact details listed above.

Further questions – If you have any questions or queries about this form, please contact **Canon Paul Houston or the Parish Office**, at the contact details listed above.