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**IPA Data Subject Access Request Form**

You have the right to request a copy of your data which we process. This is known as a Data Subject Access Request ("DSAR"). If you wish to make a DSAR, please complete this form and return it to us by post or email.

If sending by post, please use this address:

Data Protection Officer,

Institute of Public Administration,

57 – 61 Lansdowne Road,

Dublin D04 TC62,

Ireland.

If sending by email, send to**dpo@ipa.ie**and please put "Data Subject Access Request" in the subject field of the email.

**Your details:**

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| --- | --- |
| **1. Data Subject’s Full Name**  | **2. Data Subject’s Date of Birth**  |
|   |   |
| **3. Data Subject’s Current Address**  |
|   |
| **4. Data Subject’s Telephone Number and Email address** |
| Home Telephone No: | Mobile Telephone No: |
|   |   |
| Email address: |
|  |
| **5. Details of data requested:** |
|  |
| **6. To help us search for the information you require, please let us know the context of the data you require with as much detail as possible (e.g., the specific area concerned, the relevant period, etc).** |
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| **7. I confirm that I am the Data Subject.**  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To protect the data we process we will not divulge personal data without verifying the identity of the person requesting it so we will contact you to verify your identity.We may also need to seek clarity about the data you have requested.  |
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