



An Chomhairle Oidhreachta
The Heritage Council

Subject Access Request Policy

Version	V0.01
Owner	The Heritage Council
Date	April 2024

1. About

This Subject Access Request should be read in conjunction with the Heritage Council's GDPR Policy and the Heritage Council's Data Privacy Notice, both of which are available on www.heritagecouncil.ie

2. Purpose

This policy is for the purpose of acknowledge data subjects right relating to their personal data.

3. Who it applies to

This policy applies to all Heritage Council staff, contractors, Heritage in School specialists and anyone else who has access to or processes data on behalf of the Heritage Council.

4. Procedure

The Data Protection Officer shall be the point of contact for all subject access requests and can be contacted at dpo@heritagecouncil.ie.

The Data Protection Officer shall be responsible for coordinating the response to subject access requests and maintaining a subject access request log.

Upon receipt of a subject access request, the Data Protection Officer will acknowledge the request. In the event that the request is received by another member of staff, other than the Data Protection Officer, they shall forward the request to the Data Protection Officer immediately.

The Data Protection Officer will provide a final response to a subject access request within one month of the request, unless an extension of a further month has been advised to the requester in advance.

Subject Access Request Form

Request for access to personal data held by the Heritage Council under the General Data Protection Regulations 2018 and Data Protection Act 2018.

Note for Requesters:

In order for us to respond to your subject access request, you will have to provide proof of identity.

Where a request is manifestly unfounded, excessively large or requesting repeat information, a charge may apply.

You must give sufficient information in order for the Heritage Council to respond to your request.

Data Retention

We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete all parts of this form in full. Failure to complete in full may result in us being unable to assist you in your request.

Your Contact Details	
Name	
Address (if requesting data by post)	
Email address (for communication)	

Details of your request	
Please provide relevant details of the data that you would like to see. In order to assist us with your request, please provide information on the section, programme or project of the Heritage Council that you have interacted with or provided your personal information to.	

Timeframe of request	
Please provide us with the relevant dates for your request	

Any other information	
Please provide us with any other information that you feel is relevant. The more information we have, the quicker and more accurately we will be able to deal with your request.	

Declaration	
I acknowledge that all of the details that I have provided in this form are true and refer to myself as the data subject.	
I have included a copy of photo id as proof of identity.	
Name:	
Signed:	
Date:	

Please return form to:
Data Protection Officer,
The Heritage Council,
Áras na hOidhreachta,
Church Lane,
Kilkenny
Or by email to
dpo@heritagecouncil.ie

Further information on data protection is available from the Data Protection Commission at
www.dataprotection.ie