

Data Subject Access Request Form

Under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018, data subjects may ask for copies of paper and soft copy records that an organisation holds, shares or uses about them.

To deal with your request we require proof of your identity, and information to enable us locate the personal data that you request.

Please complete this form and return it to us with proof of your identity to GDPR Queries at Roomex Ltd., D10 Nutgrove Office Park, Rathfarnham, Dublin 14. D14 F258. We will acknowledge receipt and respond within one month.

Part 1: Your Personal Details

Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Surname:	
Forename(s):	
Any other names that you are known by that may assist in the search:	
Current Address:	
Postcode:	
Telephone:	
Email:	
Any previous addresses that may assist in the search:	
We need these details in order to: a) find the Personal Data which you have requested; b) communicate with you about your request; and c) keep a record of your data subject access request.	
[If you are an employee or former employee please provide your staff number if known & the date of your employment Staff No: Agent: If you authorise another individual to make a request on your behalf, we require the following: Name: Address: Email: Phone number: All agents will be required to provide proof of identity as set out in Part 2 and we may contact the data subject to verify authorisation.	

Part 2: Proof of identity

To establish your identity your application must be accompanied by identification that shows your name and current address. Please enclose a copy of one of the following as proof of identity: copy passport or driving licence, birth certificate **and** a copy of a bank statement or utility bill dated within the last three months. Please do not send any original documents.

This is to ensure that we are only sending information to you, the data subject, and not to a third party. If none of these are available, please contact GDPR Queries at Roomex Ltd., D10 Nutgrove

Office Park, Rathfarnham, Dublin 14. D14 F258 for advice on other acceptable forms of identification.

Part 3: Information requested

To help us to deal with your request quickly please provide as much detail as possible about the information you want.

DESCRIPTION OF PERSONAL DATA	INSERT DETAIL
Date ranges	
Description of data	
Department/services	

Please continue on a separate sheet of paper, if necessary

I, _____, confirm that the information provided in this form is correct and that I am the data subject whose name appears on this form. I understand that Roomex must confirm proof of identity and that it may be necessary to contact me again for further information in order to locate the personal data I want. I also understand that my request will not be valid until all information requested is received by Roomex.

Signature: _____

Date: _____