



## Introduction

Student Universal Support Ireland (SUSI) is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts. SUSI publish a Privacy and Data Protection Statement on their website. <https://susie.ie/home/privacy-statement/susi-data-protection-statement/>.

Data Protection legislation lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. Under Section 91 of the Data Protection Act 2018 and Article 15 of the GDPR individuals are entitled to make a request for access to their personal data

## Purpose of this Procedure

The purpose of this procedure is to ensure that SUSI complies with the access request provisions of the Data Protection Legislation and to enable individuals to submit Subject Access Requests.

## Procedure for making and submitting a Subject Access Request

### Making and submitting a Subject Access Request

If you wish to make a Subject Access Request, it **must be in writing**. Please complete the **Subject Access Request form** and return to the Compliance Officer, SUSI, PO Box 869, Togher, Co Cork. This can also be emailed to [sar@susi.ie](mailto:sar@susi.ie).

Alternatively, you may write a letter to the Compliance Officer. Your letter should include the following:

*Dear.... I wish to make an access request under Section 91 of the Data Protection Act 2018 and Article 15 GDPR for a copy of any information you keep about me, on computer or in manual form in relation to .....*

To help locate your personal data, please include specific details on the forms of contact you require us to locate, i.e. letter, email, telephone contact records etc.

If you wish a Third Party to submit a Subject Access Request on your behalf (e.g. a family member or solicitor), you must complete the Third Party Authorisation form (which can be found on the SUSI website) to authorise SUSI to disclose your personal data to that Third Party.

## Identification

In order to ensure that personal data is not disclosed to the wrong person, you must provide proof of identity with your data access request.

## Right to complain to Data Protection Commissioner

If you are dissatisfied with the outcome of your request, you may make a complaint to the Data Protection Commissioner (Canal House, Station Road, Portarlinton, Co. Laois), who will investigate the matter for you. Further details on your rights under the Data Protection legislation are available on the Data Protection Commissioner's website [www.dataprotection.ie](http://www.dataprotection.ie).

## Data pertaining to your information only.

You are entitled to your own data only. If data from parties to the application are required by you, it is necessary for each party to consent to the release of their personal data by also completing the Subject Access Request form and submitting this to the Compliance Officer.



**DATA SUBJECT ACCESS REQUEST FORM (REQUEST FOR A COPY OF PERSONAL DATA)**

**DATA PROTECTION ACT/GENERAL DATA PROTECTION REGULATION**

**Section A – Contact Details**

Full name (Capitals) .....

Address .....

Academic year<sup>1</sup> .....

SUSI Reference number <sup>2</sup> .....

**Section B – Consent**

I ..... (name) wish to make an access request under Section 91 of the Data Protection Act 2018/Article 15 GDPR for a copy of any personal information, in particular those data specified below, that SUSI keeps about me, either on computer or in manual form.

Signature: \_\_\_\_\_

**Section C – Location of your Data**

To help locate your personal data, please tick the box beside the information you require us to locate.

Application forms	
Letters, emails	
Telephone contact records	
Other (please specify below);	

<sup>1</sup> Please insert the academic year your request refers to. If your request is for multiple year, please insert each year (12/13, 13/14, 14/15, 15/16 or 16/17, 17/18,18/19)

<sup>2</sup> Please list reference number (if differs) for each academic year.

I enclose the following additional information which could help to process the request as quickly as possible:

.....

.....

.....

.....

**Signature:** .....

**Date:** .....

**Print name:** .....

Section 91(3) and recital 64 of the GDPR requires SUSI to confirm the identity of the Data Subject, in addition to this form please provide SUSI with the following:

- A copy of official identification of the Data Subject to verify identity. Official identification accepted listed below:
  - Passport
  - Driving Licence
  - Current national identity card for EU/EEA
  - Student ID Card
  - Current Public Services card

Please return this form and a copy of official identity to;

**Compliance Officer**  
**SUSI**  
**PO Box 869**  
**Togher**  
**Co Cork**

Alternatively this form and a copy of identity can be emailed to [sar@susi.ie](mailto:sar@susi.ie)