

Subject Access Request Application Form



This form is used to request access to personal data held by Atlas Language School in accordance with the General Data Protection Regulation (GDPR). Completion of this form is optional but will assist us in processing your request efficiently.

SECTION 1 – APPLICANT DETAILS

Full Name (including title):

Date of Birth:

Previous name(s), if any:

Current Address:

Postcode:

Telephone Number:

Email Address:

Please tick as appropriate:

- I am applying on my own behalf
- I am applying on behalf of another person
- I am under 18 years old
- I am 18 years old or over

SECTION 2 – DETAILS OF INFORMATION REQUESTED

Please describe the personal data you are requesting (please be as specific as possible):

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Does this request relate to a specific time period or incident?

Yes (please specify): _____ No

Department or team that may hold the data (if known):

Department: _____ Team: _____

Names of Atlas staff you have dealt with (if known):

Any additional information that may help locate your records:

SECTION 3 – DETAILS OF DATA SUBJECT (if different from Section 1)

Full Name:

Date of Birth:

Previous name(s), if any:

Address:

Postcode:

Telephone Number:

Email Address:

Previous address(es) and dates (if applicable):

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Authorisation / Declaration (complete only if applicable)

- I am a parent/guardian applying on behalf of a child.
- I am authorised to act on behalf of another adult.

I confirm that I am legally authorised to make this request and that any information disclosed will only be used for the purpose for which it is provided.

Name and Signature of Authorised Person: _____

Date: _____

SECTION 4 – DECLARATION (ALL APPLICANTS)

I declare that the information provided in this form is accurate to the best of my knowledge. I understand that Atlas Language School may request proof of identity before processing this request.

Signature: _____

Date: _____

PROOF OF IDENTITY (required)

Please provide copies of:

- A. One form of photographic identification (e.g. passport or driving licence), and
- B. One proof of address (e.g. utility bill or official correspondence dated within the last 3 months).

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SUBMISSION DETAILS

Please return this completed form to:

Atlas Language School
Portobello House
Portobello
Dublin D02 YH79
Ireland

Email: info@atlaslanguageschool.com