

## Subject Access Request (SAR)

### Introduction

The HEA and Irish Research Council are committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts. A Privacy and Data Protection Statement is available on the data protection pages of our website

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.

In certain cases and in accordance with Article 89 GDPR and Section 42 and 54 of the Data Protection Act 2018 certain of these rights may be restricted for statistical purposes.

### Purpose of this Procedure

The purpose of this procedure is to ensure that the HEA and IRC 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

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 Data Protection Office, Higher Education Authority, 3 Shelbourne Buildings, Dublin 4. This can also be emailed to [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

Alternatively, you may write a letter to the Data Protection Office. 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 HEA's website) to authorise HEA 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, Portllington, 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 HEA's Data Protection Office.

The HEA will endeavour to respond to your SAR within 30 days as required under GDPR.

**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 .....

Education provider (if applicable) .....

Data source your request refers to <sup>1</sup> .....

**Section B – Instruction**

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 HEA 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.

Data Source/Programme e.g. Student Record System, Irish Research Council Scheme etc.	
Application forms	
Letters, emails	
Student Registration Details	
Telephone contact records	

<sup>1</sup> This mean include – Student Records System, Equal Access Survey, Graduate Outcome Survey, Fund for Students with Disabilities (FSD), Student Assistance Fund (SAF), Springboard + Programme, Government of Ireland Scholarship, Irish Research Council Programmes (please specify name of programme etc.)

Other (please specify below);	
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I enclose the following additional information which could help to process the request as quickly as possible:

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**Signature:** .....

**Date:** .....

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

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

**Data Protection Office,**  
**Higher Education Authority,**  
**3 Shelbourne Buildings,**  
**Shelbourne Road,**  
**Dublin 4.**

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