



Oifig an  
Rialaitheora Pleanála  
Office of the  
Planning Regulator

## Subject Access Request Form

Request for access to personal data under the General Data Protection Regulations 2018.

Please complete parts 1-4

### Part 1 – Details of Data Subject (person making the request)

Contact Details (in block capitals):	
Full name:	
Address (including Eircode):	
Contact phone number:	
Email address (where applicable):	

### Part 2 – Details of Request

Requesters should include any details that will help the Office of the Planning Regulator (OPR) locate their personal data for example please state the area(s) within the OPR to which the data relates:

--

Please provide any reference numbers relating to your contact with the OPR:

Please outline details of the data sought:

**Part 3 – Verification of Identity**

In order for us to verify your identity, please provide a copy of photographic ID (Public services card/passport/Irish driving licence or Learner Permit) and proof of address in the form of a copy of a recent utility bill, bank statement, or official correspondence such as from the Revenue Commissioners, or Department of Employment Affairs and Social Protection.

Please note that the OPR will be unable to commence processing your request, or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is in order to ensure that personal data is not accidentally disclosed to the wrong person.

#### Part 4 – Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

<b>Signature of Requester</b>	
<b>Date</b>	

Please return the completed form by email to [dataprotection@opr.ie](mailto:dataprotection@opr.ie)

Or by post to:

Data Protection Officer,  
4th Floor,  
Park House,  
191-193A North Circular Road,  
Dublin 7,  
D07 EWW4

#### Further information on Data Protection:

The website of the Data Protection Commission – [www.dataprotection.ie](http://www.dataprotection.ie) or make contact with the Data Protection Commission by phone at 0761 104 8000 or 057 868 4800 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie)

#### Checklist

Have you:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on the SAR form - YES/NO
3. Included a photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter- YES/NO