



## Accounting Technicians Ireland – Subject Access Request form

Request for a copy of Personal Data under section 4 of Data Protection Act 1988 and Data Protection (Amendment) Act 2003

**Important:** A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form.

**Note** that unless all of the above are supplied to Accounting Technicians Ireland with this form, the Company regrets that it will be unable to supply the data requested. The Company requires proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately. The use of this form is not mandatory. However completing this form should enable us to process your request more efficiently.

**Please return this form to: Data Protection Officer, Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.**

### Section A - please complete this section

Full Name	
Postal Address	
Telephone*	
Email Address*	

\*Institute of Accounting Technicians Ireland Limited may need to contact you to discuss your Access Request

### Section B - please complete this section

I, \_\_\_\_\_ [insert name] wish to have access in accordance with section 4 (please include any information relevant to your access request. If you require extra space, please attach and sign an additional sheet of paper with these details).


Signed \_\_\_\_\_

Date \_\_\_\_\_