

## **Tallaght University Hospital Foundation (“TUHF”) Data Subject Access Request**

TUHF is committed to upholding the rights of individuals and has processes in place for providing individuals’ access to their personal information. A subject access request (SAR) is a request for access to the personal information that TUHF holds about you, which we are required to provide under the General Data Protection Regulations (GDPR) unless an exemption applies.

You have the right to ask us supplementary information about:

- the categories of data we’re processing
- the purposes of data processing
- the categories of third parties to whom the data may be disclosed
- how long the data will be stored (or the criteria used to determine that period)
- your other rights regarding our use of your data

TUHF endeavour to fulfil all Subject Access Requests within the one month time frame as set out in the GDPR unless doing so would adversely affect the rights and freedoms of other (e.g. another person’s confidentiality or intellectual property rights). Should there be a compelling reason to extend this period TUHF will communicate this extension, with detailed reasoning for the extension, to the Data Subject.

### **What’s involved?**

Please note that we require you to provide at least one form of identification in order to verify the identity of the data subject making the request. Once received, we will verify the identity of the person making the request and acknowledge receipt of the request by email or by post.

If you have provided enough information in your request in order to enable us to identify information relating to you, we will gather and review all information held by TUHF relating to you. If we do not have enough information to locate your records, we may contact you for further details.

Once we have collated all the personal information held about you, we will send a hardcopy of this or in an electronic format by email to you.

We aim to complete all access requests without undue delay and, in any event, within one month of receipt of the request.

**Please note:** TUHF stores the personal data processed by it only for as long as necessary for the purposes for which it was collected or as long as required by law.

**Completed forms can be sent to:**

Data Protection Officer,  
Tallaght University Hospital Foundation,  
Tallaght University Hospital,  
Tallaght,  
Dublin 24

If you are dissatisfied with our response, you have the right to lodge a complaint with the Data Protection Commission.

The Office of the Data Protection Commission can be contacted at:

Office of the Data Protection Commission,  
Canal House,  
Station Road,  
Portarlinton,  
Co Laois  
R32 AP23

Telephone: +353 57 8684800/+353 761 104800

Lo Call Number: 1890 252 231

Fax: +353 57 8684757

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

## Tallaght University Hospital Foundation (“TUHF”) Data Subject Access Request

Personal Details	
Title	
First name	
Last name	
Email address	
Phone	
Address	
Town/city	
County	
Country	
<b>In order to verify your identity and locate any personal data related to you, please tell us how you have interacted with TUHF:</b>	
<b>I used the following TUHF services (check all that apply):</b>	
<input type="checkbox"/> Donation	<input type="checkbox"/> I have taken part in fundraising
<input type="checkbox"/> Online Donation	<input type="checkbox"/> I have been an employee of TUHF
<input type="checkbox"/> Other (Please specify below)	
What was the approximate date of your interaction?	
<b>How we use your information</b> The information you have provided on this form will be kept securely and used by TUHF to complete your data subject access request. Your information will only be shared with selected third party service providers, contracted by TUHF to assist with our operations. Your information will not be shared with any other organisation, other than with your permission, or where required by law.	
<b>Signature and identity confirmation</b> Please note that in order to verify the identity of the data subject making the request, we require a copy of photo ID confirming your identity	
Please include this document with this form.	
<b>Data Subject’s Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	