

RTB Data Access Request Form

Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation 2018.

Section A

Full Name

Postal Address

Eircode

Email Address

Telephone*

Please state preferred form of access to data requested:

Post

Email

** we may need to contact you to discuss your Access Request*

If you are requesting a phone call recording, please provide the following information:

Date of call

Phone number the call was made from

Phone number the call was made to

Section B

To assist the RTB with locating the personal data you are seeking, please complete Section B in full.

Registrations
Specific Data

Dispute Resolution
Specific Data

Tribunals and Appeals
Specific Data

Determination Order Enforcement
Specific Data

Registration Enforcement
Specific Data

Investigations and Sanctions
Specific Data

Section B (continued)

Human Resources

Specific Data

Communications and Research

Specific Data

Other

Specific Data

*Please note, you are given the option to download a transcript of every webchat and therefore webchats are not automatically included in the search for personal data. However, if you are unable to avail of this download option and are seeking a copy of a webchat, please provide the following information in order to locate the requested chat: Name/ Email / Date of webchat.

Confirm the time period which you require access to your personal data from, i.e. March – April 2018

From

To

What is the RTB reference number(s) (if any) relating to your correspondence?

Section C

I, (insert name) wish to have access to personal data that I believe the Residential Tenancies Board retains on me as outlined above.

Signed:

Date:

Checklist: Have you:

Completed the Access Request Form in full?

Yes

No

Attached a photocopy of proof of your identity and address?

Yes

No

Signed and dated the Data Access Request Form?

Yes

No

If you have ticked **No** to any question above **the RTB cannot process your request.**

Please return completed forms to:

**Data Protection Officer,
RTB, PO Box 12323,
Dublin 2**

Or by email to
data.protection@rtb.ie

Note: We aim to respond within 30 days from receipt of a valid request. We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.