



**DATA ACCESS REQUEST FORM C Employees (Current, Former Retired) Article 15 of the General Data Protection Regulations GDPR 2018 provides a right of access to the Data Subject to obtain / receive all / whatever information the Data Controller holds on him / her.**

**Employee /Agent**

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**Address:**

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**Employee Number:**

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**Contact Phone Number / Mobile Number / Landline:**

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**Details of the information sought:**

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**Access Request supporting documentation attached to request. Please tick appropriate boxes if applicable**

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|---|---|
| <input type="checkbox"/> Birth Certificate              | <input type="checkbox"/> Authority to allow Agent access data of the data subject |
| <input type="checkbox"/> Proof of address               |   |
| <input type="checkbox"/>                                |   |
| <input type="checkbox"/> Other supporting documentation |   |



## Guidelines / Support for completing Data Access Request Forms:

1. Please note that Data Access Requests can be made either electronically or manually
2. It is important that all the relevant sections of the access request forms are fully completed to enable requests to be handled as efficiently and expeditiously as possible. Failure to complete all relevant sections of the form will result in an invalid request.
3. Please ensure the relevant and appropriate supporting documentation accompanies all access data requests. All requests should be supported by proof of address and ID for the data subject.
4. All Agent request on behalf of the Data Subject should follow the same format and be supported by the relevant documentation.
5. Transfers of data outside of the EU must comply with Articles 45-50 of the GDPR Regulations 2018 and transfers should adhere to model contract rules.
6. Employee requests should contain PPS and Employee numbers. Please note if information has been provided once we have complied with our GDPR obligations. ShannonDoc as a Data Controller will only have to provide any additional data which was not available at the date of the earlier Data Access request.
7. If there are any further queries pertaining to such access requests, please contact the Data Protection Officer at ShannonDoc who will deal with same.