

The Irish Cancer Society is committed to upholding the rights of individuals and have 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 the Irish Cancer Society holds about you, which we are required to provide under the General Data Protection Regulation (GDPR) unless an exemption applies.

Where requested, we will provide the following information:

- The purposes of the processing of your personal data;
- What kind of personal data is stored;
- Where this data is stored;
- How long your data is stored.

Your request will be completed in 30 days in an electronic format.

What's involved?

Please note that we require 2 forms 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 follow up by phone or email as required.

If you have provided enough information in your request, we will gather all documents relating to you and ensure that the information required is provided in an acceptable format. 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 this to you in an electronic format by email. The information will be in a concise, transparent, intelligible and easily accessible format, using clear and plain language.

We aim to complete all access requests within 30 days and provide the information free of charge.

Please note: The Irish Cancer Society stores the personal data of its supporters and service users only as long as required by law. If your last interaction with the Society was before 2011 your data may not be available.

Completed forms can be sent to:

Data Protection Officer
Irish Cancer Society
43/45 Northumberland Rd
Dublin, Ireland D04 VX65

If you remain dissatisfied with our actions, you have the right to lodge a complaint with the Irish Data Protection Supervisory Authority.

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

Office of the Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23 Co. Laois

Telephone +353 57 8684800 / +353 (0)761 104
800
Lo Call Number 1890 252 231
Fax +353 57 868 4757
Email info@dataprotection.ie

Personal details	
Title	
First name	
Last name	
Email address	
Phone	
Address	
Town / city	
County	
Country	
In order to verify your identity and locate any personal data related to you, please tell us how you have interacted with the Irish Cancer Society:	
I used the following Irish Cancer Society services (check all that apply):	
<input type="checkbox"/> Cancer Nurseline	<input type="checkbox"/> Daffodil Centre
<input type="checkbox"/> Financial Support	<input type="checkbox"/> Night Nursing
<input type="checkbox"/> Survivor Support	<input type="checkbox"/> Volunteer Driver Service

<input type="checkbox"/> Other (Please specify below)	
I have supported the Irish Cancer Society in the following ways (check all that apply):	
<input type="checkbox"/> I have made a donation to the Irish Cancer Society	<input type="checkbox"/> I donate each month
<input type="checkbox"/> I have fundraised or volunteered during Daffodil Day	<input type="checkbox"/> I have taken part in other fundraising campaigns or events
<input type="checkbox"/> I have been an employee with the Irish Cancer Society	<input type="checkbox"/> I have volunteered with the Irish Cancer Society
<input type="checkbox"/> Other (Please specify below)	
What was the approximate date of your interaction?	

How we use your information

The information you have provided on this form will be kept securely and used by the Irish Cancer Society to complete your data subject access request. Your information will only be shared with selected third party service providers, contracted by the Irish Cancer Society 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.

Signature and identity confirmation

Please note that we require 2 forms of identification in order to verify the identity of the data subject making the request:

1. A photocopy of photo ID confirming your identity;
2. A photocopy of a document containing your name and your address we would have on file.

Please include these documents with this form.

I understand and agree to the storage and processing of my personal data to fulfil my request.

Data subject's name:

Signature:

Date: