



Comhaltas na Mac Léinn,
Ollscoil na Gaillimhe

University of Galway
Students' Union

Subject Access Request Form

Request access to your personal data under Article 15 GDPR

1. Your details

Provide enough information to identify you and a way to contact you. An email or postal address is sufficient for correspondence; you do not need to provide both.

Full name of the person whose data is requested

Email address

Postal address (if preferred for correspondence)

Telephone number (optional)

Student number, account reference or previous name (if relevant and known)

2. Where we should look

Tick any that apply. You do not need to know which organisation holds your data.

- ☐ University of Galway Students' Union (member services and elected officers)
- ☐ Students' Union Commercial Services Ltd. (including Sult, SU Shop and Smokey's)
- ☐ Students' Union Publications and Promotions Ltd.
- ☐ Not sure

Relevant service, outlet or contact person (if known)

3. How you would prefer to receive your response

- ☐ Electronic copy
- ☐ Postal copy
- ☐ Other (please specify)

4. Information you are requesting

- ☐ All personal data you hold about me
- ☐ The personal data described below

You may identify services, correspondence or records to help us locate your information. A date range is optional. Leave it blank if unknown or if you want all relevant dates.

Date range, if known

5. If you are acting for someone else

Complete this section only if applicable. Provide evidence of authority, such as a signed authorisation. A power of attorney or court order is not routinely required. We may clarify your authority before disclosing information.

Representative's name and relationship to the individual

Representative's contact details

Authority provided or explanation of your authority

Identity checks and response times

We must be satisfied of your identity before releasing personal data. Where necessary, we will ask for identification or other information. The evidence required depends on the circumstances and sensitivity of the records. Please do not send photo ID or a utility bill unless we ask for it.

We respond without undue delay and normally within one month of receiving your request. Where complexity or the number of requests justifies an extension, we may take up to two further months, explaining the reasons within the first month. Requests are normally free of charge.

Send your request or contact us

Email:

sudataprivacy@universityofgalway.ie

Telephone:

+353 (0)91 524810

Post:

Data Protection, University of Galway Students' Union, Áras na Mac Léinn, University of Galway, University Road, Galway, H91 RTR6.

We use the information supplied to identify you, locate records and handle your request in accordance with our data protection obligations. Privacy policy: <https://su.universityofgalway.ie/privacy-policy> . You can complain to the Data Protection Commission at <https://www.dataprotection.ie> .