

# 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	<input type="text"/>
Postal Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Eircode	<input type="text"/>
Email Address	<input type="text"/>
Telephone*	<input type="text"/>

Please state preferred form of access to data requested

Post  Email

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

## Section B

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

<input type="checkbox"/> Registrations	<input type="text"/>
	Specific Data
<input type="checkbox"/> Dispute Resolution	<input type="text"/>
	Specific Data
<input type="checkbox"/> Tribunals and Appeals	<input type="text"/>
	Specific Data
<input type="checkbox"/> Determination Order Enforcement	<input type="text"/>
	Specific Data
<input type="checkbox"/> Registration Enforcement	<input type="text"/>
	Specific Data

## Section B (continued)

Human Resources

Specific Data

Communications and Research

Specific Data

Other

Specific Data

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.