



Access Request Form: Request for access to personal information

The General Data Protection Regulation (GDPR) (EU) 2016/679

Due to the many different relationships you may have with Ocean Property Management should you request information as a data subject we would like to be able to provide with the best possible information. To assist us at making a timely reply to you in gathering the information we have on file, we have generated this below PDF document which will tell you all the data you should submit to get a clear and accurate answer.



**Access Request Form: Request for access to personal information**

**The General Data Protection Regulation (GDPR) (EU) 2016/679**

**Section A: Please complete this section:**

<b>Full Name:</b>	
<b>E-mail address:</b>	
<b>Postal address:</b>	
<b>Mobile &amp; Landline Numbers:</b>	

**Section B: Please complete this section:**

Please select the department you have been in contact with:

Property Management

Lettings

Sales

Other

If you have selected other, please specify \_\_\_\_\_

Please advise us of email addresses you have used to correspond with us:

\_\_\_\_\_

Please advise us of staff whom you have interacted with:

\_\_\_\_\_



If any other information that you have or had registered with us is not detailed already within this form, please advise

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**Section C: Please complete this section:**

**DECLARATION**

I confirm:

1. That the information provided is true and accurate. I understand that it is an offence to provide false information to obtain personal data to which I am not entitled.
2. I have enclosed the following required information:
  - Name
  - Address that is relevant to the records
  - Proof of Identity copy of account holder's passport, driver's license or utility bill
  - Signed authority from the account holder if the request is being made on their behalf by a third party, including their proof of identity.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Processing/Response Time:**

Ocean Property Management will respond within one month of receiving the completed form.

**PLEASE RETURN COMPLETED FORM, DECLARATION AND MATERIALS  
DETAILED ABOVE TO:**

**Compliance Officer  
Ocean Property Management  
Mill House  
10 Mill Street  
Galway**

**\*We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.**