# Data Protection Access Request

Under the terms of the Data Protection Act,

I, *[insert name]* wish to make an access request for a copy of personal data that I believe the Sea Fisheries Protection Authority (SFPA) retains on computer or in manual form, specifically in respect of the following:

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|  |

(Please provide as much information as possible to assist us in locating the data that you are interested in accessing)

|  |  |
| --- | --- |
| Contact Details: | |
| **Full name:** |  |
| **Postal Address:** |  |
| **Telephone / email:** |  |
| *(We may need to contact you to discuss your access request)* | |

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Requests should be sent to the *Data Protection Officer, SFPA, Clogheen, Clonakilty, Co. Cork.*
2. The SFPA will respond to your request within 30 days.