



Sustainable Water Network (SWAN)  
9 Upper Mount Street  
Dublin 2  
Ireland

## Access Request Form

Under the Data Protection Acts (1988 and 2003) (the Acts) , anyone has the right to find out (i) if an organisation holds personal data about them and, if they do, (ii) to apply for a copy of their personal data. There is no fee for this request.

In order for SWAN to effectively and promptly process your personal data access request please complete the form below.

In advance of processing your request SWAN needs to have proof of the identity of the data subject, this is to protect the identity of the data subject and ensure compliance with the Data Protection act 1998. SWAN may contact you during this time if further proof of identity is required. SWAN will not use or store this proof in any way beyond the processing of this request.

### 1. Contact Details

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

### 2. Details of the request

To help locate your personal data, please state the nature of the contacts you have had with SWAN :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Please send the completed request form, along with the proof of identity and address either electronically to [info@swanireland.ie](mailto:info@swanireland.ie) or by post to the address above.