

HR Team
PTSB
56 / 59 St Stephens Green
Dublin 2
Phone: 01 6695505

Our Ref: CS/

Re: Access request under the Data Protection Acts 1988 to 2018

Re:

Dear

Further to your recent request we request that you complete the attached form in order to provide us with additional information which will allow us to process your request as promptly as possible.

If you have queries in relation to this, please contact me using the details above.

If you are not happy with the way we have processed your personal data or addressed your rights, please feel free to contact our Data Protection Officer by email at dpo@ptsb.ie or by writing to Data Protection Officer, Permanent TSB p.l.c., 56-59 St. Stephen's Green, Dublin 2. You also have the right to make a complaint to the Data Protection Commission where you feel that your rights have not been appropriately served by us. Details on how you can submit a complaint are available at www.dataprotection.ie or by calling +353 (0) 761 104 800 or LoCall 1890 25 22 31.

Yours sincerely,

HR Team

Request for additional information

The Data Protection Acts 1988 to 2018 'Data Protection Law', extends a number of existing individual rights which individuals can exercise against controllers, as well as introducing a number of new rights. The focus on individual rights, and on the transparency and accountability principles which underpin Data Protection Law, put individuals and their rights at the heart it.

The purpose of this form is so that we, the bank, can process your request in a more effective and efficient manner.

Section 1: Your details*

We may need to contact you to discuss your request

Full Name	
Postal Address	
Phone Number	
Email Address	
Photo ID	

Section 2: Data Requested*

In the box below please provide as much detail as you can relating to your request in order to help us locate the required data quickly, for example if you wish to request specific information relating to a particular account, occurrence or timeframe please outline below.

In accordance with the Data Protection Acts 1988 to 2018, I request that Permanent TSB process my request as outlined:

If request not listed above, please state request in box below:

Section 3: Declaration of Data Subject*

Please complete either part 1 or part 2 as appropriate

1. I confirm that I am the data subject named in Section 1 and I am requesting access to my own data that I believe Permanent TSB plc retains on me in accordance with the Data Protection Acts 1988 to 2018.

Signed: _____ Date: _____

2. I confirm that I am the data subject named in Section 1 and I am requesting access to my own data that I believe Permanent TSB plc retains on me in accordance with the Data Protection Acts 1988 to 2018. I give permission for the person or organisation named below to act on my behalf in relation to my data access request. I confirm that I want my data to be sent to my nominated representative at the address specified below.

Name of representative	
Address	
Phone Number	

Section 4: Checklist

	Yes	No
1. Completed the request form in full		
2. Included a copy of your identification?		
3. Signed and dated the request form?		

If you have ticked **NO** to any questions above we regret to inform you that **we cannot process your request**. Please return this form by email to hr.filerequests@ptsb.ie

Signed: _____