

## Data Access Request Form:

Request for access to personal information under

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

**To: Q Agile Ltd t/a Core Estate Management**

of registered office is: 72 Northumberland Road, Dublin 4, D04 P2F8.

Company No: 416066,

PSRA licence number: 002054

### Section A - please complete this section

Full Name:	
Email Address:	
Postal Address:	
Mobile and Landline Numbers:	
Account number: (if applicable)	OMC Development Name:  Ref no:

### Section B - please complete this section

Please select the department you have interacted with:  Property Management* or Accounts* or Lettings* or Other* If you have selected other, please specify: _____  <i>*Delete as applicable</i>
Please provide us with the address that is relevant to your records:

Please advise us of email addresses/s you have used to correspond with us that relate to the data request/s:
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:

Please list the specific Data and Information you are requesting:

**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:
  - a. Name in full
  - b. Address that is relevant to the records
  - c. Proof of Identity – *this can be copy of account holder’s passport, driver’s license or utility bill*
  - d. 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Response Time to your data request:**

**Core Estate Management on behalf of the Owner’s Management Company will respond to your request within 30 days of receiving the completed form.**

PLEASE RETURN COMPLETED FORM, DECLARATION AND DOCUMENTS DETAILED ABOVE TO:

**Compliance DPO, CoreEM, c/o 15 Adelaide Street, Dun Laoghaire, Co. Dublin, A96 D8Y9**

**Or email to: [dpo@core-em.com](mailto:dpo@core-em.com)**

**Note:**

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

***All information submitted on this form and any documents included is kept ‘Strictly-in-Confidence’***

**Office & Audit Use only:**

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