

Request to **Correct/Update** Personal Data

In keeping with the General Data Protection Regulation 2016/679 (GDPR), if you wish SOLAS to **Correct or Update** your Personal Data please complete this form and submit it, with proof of identity that you are the Data Subject,* to the Data Protection Officer, SOLAS, Castleforbes House, Castleforbes Road, Dublin 1 or email it to: patrick.kivlehan@solas.ie.

If you are making the request on behalf of a Data Subject, an authorising letter signed by the Data Subject with proof of the Data Subjects identity must be submitted.

***Data Subject is the individual who has a right to request access to their Personal Data and is the person who is the subject of the Personal Data in question.**

In order to process your request, SOLAS may need to contact you to request additional information or to seek clarification. SOLAS will confirm the outcome of your request within 30 days of receiving your request.

PLEASE COMPLETE IN BLOCK LETTERS

1. Details of Data Subject:	
Name:	
ID provided:	
Contact Number:	

2. Request to have personal data CORRECTED or UPDATED
Please provide details of the Personal Data you require to be corrected or updated

3. Declaration of Requester
I hereby declare and confirm that all information and supporting documents provided by me in connection with this Request are true, accurate and complete. I understand that it will be necessary for SOLAS to verify my identity and that SOLAS may contact me for more detailed information in order to process my request. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.
Name (Block Capitals):
Signature:
Date:

4. For Internal Use Only			
Application Reference Number			
Received by:		Date:	
Referred to:		Date:	
Date Request Completed:			
Date Requestor Informed:			
Comments			