

Data Subject Access Requests

Under the General Data Protection Regulation (GDPR) you have the right to request for personal data we may hold about you.

This is known as a Data Subject Access Request ("DSAR").

A data subject is an individual who is the subject of the personal data.

If you wish to make a DSAR, please contact us as sars@crc.ie

Central Remedial Clinic will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection Act 2018.

CRC DATA SUBJECT ACCESS REQUEST PROCEDURE



Request Received

Once we have received your request, we will send you an acknowledgment letter and request a copy of valid ID and address proof documents to accompany your request. We need to verify your identity because only you can receive your personal data.

Data Identification

We'll engage with you to try to find out exactly what information you're looking for. The more you can tell us about the information the faster we'll be able to send it to you.



Data Location and Collection

We will identify where your data is in our systems and compile the information.

Extract and Redact

We are only legally permitted to send you data that relates to yourself. This means we may need to redact some documents to make sure that we're not breaching the data protection rights of others.



Data Available

A copy of your data will be made available to you. If we are unable to provide this to you within one month, we will give you an explanation.

If you have any queries whilst your request is being processed, please do not hesitate to contact CRC's Data Protection Officer (DPO) at dpo@crc.ie