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Data Rights  
Request Form

# Data Rights Request Form

Requests for exercising of rights to Personal Data under Articles 16 to 22 of the General Data Protection Regulation (GDPR) 2018 Under the GDPR, you have the right to invoke data rights.

Data rights requests can be submitted by written or electronic means. You may use BlackBee data rights request form, write a letter, or submit your request using other electronic means clearly stating that you are applying under GDPR 2018.

All requests along with proof of identity should be addressed to:

Compliance Department, BlackBee Investments, City Quarter, Lapps Quay, Cork or emailed to [compliance@blackbee.ie](mailto:compliance@blackbee.ie)

To help us answer your rights request please be as specific as possible about the data right that you wish to use, and give as much information as you can to help us find it. You are legally entitled to a decision regarding your request within 30 days of BlackBee receiving your request. However, every effort will be made by BlackBee to deal with your request as soon as possible.

If you are unhappy with the decision of BlackBee, you have the right to complain to the Data Protection Commission who will investigate the matter for you. The Data Protection Commission has legal powers to ensure that your rights are upheld. You also retain the right to seek a judicial remedy.

## Role of the Data Protection Commission

The Data Protection Commission oversees compliance with the terms of data protection legislation. The Data Protection Commission has a wide range of enforcement powers, including investigative and corrective powers.

## Request Form

Request for a copy of Personal Data under Article 15 of the General Data Protection Regulation 2018.

Important: A photocopy of your proof of identity (E.g. passport or driver's licence) and a photocopy of proof of address must accompany this Data Rights Request Form (see Note below).

## Section A

Please Complete this section in full

Title:	Full Name:
Postal Address:	
Tel (incl. area code)*:	Email*:

\*We may need to contact you to discuss your Data Rights Request

## Section B

I, \_\_\_\_\_ [insert name] wish to invoke my data rights on the personal data that I believe BlackBee retains on me as outlined below:

Please include any relevant information to assist us here:

Signature	<input type="text"/>	Date	<input type="text"/>
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## Checklist

### Have you:

Completed the Data Rights Request Form in full?

Yes  No

Attached a photocopy of proof of your identity and address?

Yes  No

Signed and dated the Data Rights Request Form?

Yes  No

If you have ticked No to any question above BlackBee cannot process your request.

Please return this form to: Head of Compliance, BlackBee Investments, City Quarter, Lapps Quay, Cork  
Note: we require proof of the applicant's identity and address to ensure that the person making this data rights request is acting legitimately.