****

**Foirm le haghaidh**

**Iarratas Duine ar a Shonraí**

**maidir le Cosaint Sonraí**

Iarratas do rochtain ar Shonraí Pearsanta faoin [Rialachán Ginearálta maidir le Cosaint Sonraí](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) (RGCS) agus faoi na hAchtanna um Chosaint Sonraí 1988-2018.

***Nótaí:***

1. ***Chun freagra a thabhairt ar d´iarratas do shonraí pearsanta, beidh ort Cruthúnas Céannachta sásúil a chur ar fáil dúinn.***
2. ***Nuair is léir nach bhfuil aon bhunús le hiarratas, go bhfuil sé iomarcach nó á dhéanamh arís agus arís eile, nó nuair atáthar ag lorg níos mó ná cóip amháin de na sonraí, is féidir go mbeidh táille i gceist.***
3. ***Is féidir leat teagmháil a dhéanamh lenár nOifigeach Cosanta Sonraí chun cabhrú leat chun an Fhoirm seo a chomhlánú.***
4. ***Tá cóip d´ár Ráiteas Príobháideachais ar fáil ag:*** [dbei.gov.ie/ga/Raiteas-Priobhaideachta/](https://dbei.gov.ie/ga/Raiteas-Priobhaideachta/)

**Coinneáil Sonraí**

Ní choinneoimid cóip de na doiciméid seo ach amháin go dtí go ndéantar próiseáil iomlán ar d´iarratas ar shonraí agus go dtí go n-eisítear duit é agus go dtí go dtéann gach amlíne ábhartha nóis imeachta athbhreithnithe nó achomhairc as feidhm.

Comhlánaigh **gach cuid** den Fhoirm seo ina hiomláine, **le do thoil**.

|  |
| --- |
| **Cuid 1 – Sonraí an duine is ábhar do na sonraí (Do chuid sonraí)** |

***Sonraí teagmhála*** *(i mbloclitreacha)***:**

Ainm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sloinne: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seoladh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Éirchód: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uimhir Theileafóin Theagmhála:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seoladh ríomhphoist (más bainteach): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Cuid 2 – Sonraí an Iarratais** |

**Cabhraigh linn chun cabhrú leatsa!**

Chun cabhrú linn leis na sonraí a aimsiú atá á lorg agat, scríobh síos, le do thoil, oiread sonraí sonracha agus is féidir maidir le do chuid idirghníomhuithe linn san am atá thart (m.sh. dearbhaigh réimse/í na Roinne/Oifige a raibh tú i mbun comhfhreagrais leo, leis na cineálacha iarratas a rinne tú, srl.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abair linn, le do thoil, an tréimhse ábhartha ama nó amlínte atá i gceist (.i. na dátaí ábhartha, m.sh. *01 Eanáir 2018 – 31 Nollaig 2018*, a bhfuil tú ag lorg na sonraí pearsanta lena n-aghaidh).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cuir aon uimhreacha tagartha ar fáil dúinn, le do thoil, a bhaineann le do theagmháil linn san am atá thart (m.sh. tagairtí comhfhreagrais roimhe seo, uimhreacha tagartha cáis, srl.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cuir ar fáil dúinn, le do thoil, aon sonraí sonracha eile atá ábhartha, dar leat, chun cabhrú linn chun do chuid sonraí pearsanta a aimsiú, (m.sh. trí an oiread sonraí agus is féidir a chur ar fáil dúinn maidir le d´iarratas rochtana, beimid in ann cabhrú leat ar bhealach níos éifeachtaí).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Cuid 3 - Fógra** |

Fógraím go bhfuil na sonraí ar fad a thug mé san Fhoirm seo fíor agus iomlán, go bhfios dom.

Síniú an Iarratasóra: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cuir an Fhoirm chomhlánaithe ar ais chugainn tríd an bpost, le do thoil, chuig:

**An tOifigeach Cosanta Sonraí,**

**An Roinn Gnó, Fiontair & Nuálaíochta**

**23 Sráid Chill Dara**

**Baile Átha Cliath 2**

**D02 TD30**

Nó trí ríomhphost chuig:

dataprotection@dbei.gov.ie

Tuilleadh eolais faoi Chosaint Sonraí:

* Suíomh gréasáin an Choimisinéara Chosanta Sonraí – [www.dataprotection.ie](http://www.dataprotection.ie) nó
* Déan teagmháil le hOifig an Choimisinéara Chosanta Sonraí ar an teileafón ag Teil. (1890) 252231 nó trí ríomhphost ag: info@dataprotection.ie.

**Cuid 4 – Sonraí Breise**

Cuir tic, le do thoil, leis na réimsí sin de chuid ár Roinne nó ár gcuid Oifigí, faoi mar atá siad leagtha amach thíos, a measann tú gur féidir go bhfuil siad ag coinneáil do chuid sonraí pearsanta. Cabhróidh sin linn chun seirbhís níos éifeachtaí a sholáthar duit.

|  |  |  |
| --- | --- | --- |
| **Ár gcuid Réimsí Gnó** | **Tabhair le fios, le do thoil, cén áit a bhfuil do chuid sonraí pearsanta á gcoinneáil, dar leat?** (Cuir tic le gach réimse ábhartha, le do thoil) | **Tabhair oiread sonraí sonracha agus is féidir leat, le do thoil, chun cabhrú linn chun do chuid sonraí pearsanta a aimsiú** (Cuir isteach aon uimhreacha tagartha nó uimhreacha cáis, srl, anseo, le do thoil) |
| **Acmhainní Daonna agus Rannán Foghlama & Forbartha** |
| Aonad Acmhainní Daonna (Pearsanra)  |  |  |
| Aonad Foghlama agus Forbartha |  |  |
| **Airí agus Ard-Rúnaí** |
| Oifigí na nAirí |  |  |
| Oifig an Ard-Rúnaí |  |  |
| **Rannán Forbartha Fiontair Dhúchasaigh** |
| Aonad an Mhargaidh Aonair Dhigitigh |  |  |
| Rochtain ar Mhaoiniú (Corparáid Baincéireachta Straitéisí na hÉireann – CBSÉ) |  |  |
| **Rannán na Rialachán Ionaid Oibre & Imirce Eacnamaíche** |
| Aonad TEC |  |  |
| Rannóg na gCeadúnas Fostaíochta |  |  |
| An Chúirt Oibreachais |  |  |
| An Coimisiún um Chaidreamh san Áit Oibre (CCÁO) |  |  |
| An tAonad Airgeadais |  |  |
| **Rannán Nuálaíochta & Infheistíochta** |
| Oifig na bPaitinní |  |  |
| **Gnóthaí an AE** |
| An tAonad um Cheadúnú Easpórtála |  |  |
| **Gnóthaí Tráchtála, Tomhaltóra agus Iomaíochta**  |
| An Oifig um Chlárú Cuideachtai(OCC) |  |  |
| Oifig an Stiúrthóra um Fhorfheidhmiú Corparáideach (OSFC) |  |  |

|  |
| --- |
| **Cuid 5 - Seicliosta** |

Cuimhnigh seiceáil, le do thoil, go bhfuil na rudaí seo a leanas déanta agat:

1. Líon tú isteach an fhoirm Iarratais Duine ar Shonraí (IDS) ina hiomláine LÍON/NÍOR LÍON
2. Chuir tú do shíniú agus an dáta leis an bhFógra ar leathanach 4 - CHUIR/NÍOR CHUIR
3. Sholáthair tu dóthain sonraí dúinn chun do chuid sonraí pearsanta a aimsiú SHOLÁTHAIR/NÍOR SHOLÁTHAIR
4. Sholáthair tú Cruthúnas Céannachta sásúil SHOLÁTHAIR/NÍOR SHOLÁTHAIR