

## Data Access Request & GDPR Reporting Form:

Request for access to personal information or Reporting a Breach of privacy or personal information under The **General Data Protection Regulation (GDPR)** (EU) 2016/679

**To: Benchmark Property Services**

of registered office is: 15 Adelaide Street, Dun Laoghaire, Co. Dublin, A96 D8Y9

Company No: 493805

PSRA licence number: 001470

### Section A - please complete this section

Full Name:	
Email Address:	
Postal Address:	
Mobile and Landline Numbers:	
Account number: (if applicable)	<b>OMC Development:</b>  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/administrators whom you have interacted with:

Please note the Reported 'Breach' of Privacy or Information under GDPR directives 2016/18:

Please list the specific Data and Information you are requesting:

**Section C - please complete this section**

**DECLARATION (Only required for Data Subject Requests)**

***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 Times to your data request:**

**Benchmark Property Services on behalf of the Owner's Management Company will respond to your Data Subject request within 30 days of receiving the completed form.**

**Reported GDPR Breaches are responded to within 3 working days or less and advised to Data Protection Commissioner's office within 72hours of the formal data breach noted.**

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

**Compliance DPO, Benchmark Property Services,  
c/o 15 Adelaide Street, Dun Laoghaire, Co. Dublin, A96 D8Y9  
Or email to: [dpo@benchmarkproperty.ie](mailto:dpo@benchmarkproperty.ie)**

**Note:**

***We require proof of the applicant's identity and address to ensure that the person making this data 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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