Subject Access Request Form

Request a copy of your personal data under Article 15 of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Before you start

Identity: If we have reasonable doubts about your identity, we may ask for the minimum information needed to confirm it. Please do not send identity documents unless requested.

Fees: Requests are normally free. A reasonable fee may apply to manifestly unfounded or excessive requests, or to additional copies. We will explain any proposed fee.

Response time: We normally respond within one month. Where a permitted extension is needed because of the complexity or number of requests, we will explain the reasons within that month.

Need help? Contact our Data Protection Officer using the details at the end of this form.

How we use this information

We use the information you provide to handle your request. Request records are kept only as long as necessary to process it and any related complaint or review, and to meet applicable legal obligations.

Part 1 - Your details

Please write clearly. Provide an email or postal address so we can reply.

Full name: _____

Postal address: _____

_____

Email address: _____

Phone number (optional): _____

Part 2 - Your request

Please describe the personal data you would like to receive. You may request all your personal data or specify particular records.

_____

_____

_____

Relevant dates or period (if known):

_____

Membership, booking or other reference numbers (if known):

_____

Other helpful details about your contact with Splashworld:

_____

_____

_____

You may attach an extra sheet if you need more space.

Part 3 - Declaration

I confirm that the information I have provided is accurate to the best of my knowledge.

Signature (optional): _____

Date: _____

You do not need to sign this form to make a valid access request.

Returning your request

Email: dataprotection@splashworld.ie

By post or hand delivery:

Data Protection Officer, Splashworld

Railway Square, Tramore, Co. Waterford