

Data Controller
DEBENHAMS RETAIL (IRELAND) LIMITED (In Liquidation)
1 Stokes Place
Saint Stephen's Green
Dublin 2
D02DE0 3

Dear Sir/Madam,

I wish to make an access request under Article 15 of the General Data Protection Regulation (GDPR) for a copy of any information you keep about me, on computer or in manual form. In particular I am requesting copies of any or all correspondence, documentation, training/ personal development certificates, emails etc. which my former employer has on file in connection with my employment relationship with them.

I am also requesting that I be informed by the controller whether personal data relating to me has been or is being processed by or on behalf of the controller, and where such data has been or is being so processed, I wish to be provided by the controller with the following information:

- a) a description of the data that has been or is being processed,
- b) the purpose of, and the legal basis for, the processing,
- c) the categories of personal data concerned,
- d) the recipients or categories of recipients to whom the personal data concerned have been disclosed, and
- e) the period for which the personal data concerned will be retained, or where it is not possible to determine the said period at the time of the giving of the information, the criteria used to determine the said period

In order to satisfy you as to my identity I wish to provide you with the following information, PPSN number _____ and my date of birth is follows

Please be advised that this request is made as a matter of great urgency and I would be most grateful if you could respond accordingly, you will note that disclosure of this data must be made not later than one month after the date on which the request is made. I reserve the right to rely on the contents of this letter should it be necessary to advance the issue to a third party.

Yours sincerely,
