

Representation Form (Personal Data)

REPRESENTATIONS BY ELECTED REPRESENTATIVES

A. Elected Representative Details

Name: _____

Email Address: _____ Phone number _____

B. Representation Details

I have been asked to make representation on behalf of:

Name: _____

Address: _____

Any other unique information (if required) that will help in confirming the constituent's identity⁵:

In relation to the following matter:

Please list any additional information you have attached to representation (if applicable)

C. Request by a Third Party:

Where the request was not made by the constituent but by a third party e.g. family member on their behalf **please attach written consent** from the constituent **or** a statement (with supporting documentation⁵) explaining why consent cannot be provided and why a representation is in their interest.

Please print name of person making request: _____

State relationship to the constituent: _____

D. Elected Representative Declaration and Signature

When I receive personal data from Dún Laoghaire-Rathdown County Council, I confirm that I will take suitable and specific measures to safeguard the fundamental rights and freedoms of the person to whom this representation relates and process the information only in accordance with Section 40 of the Data Protection Act 2018.

Cllr./Deputy/Senator _____ Signature: _____

5. Examples of unique information that would satisfy this requirement (if so required) are; driver's license or passport; or any other document that is currently accepted locally as proof of identity. However, this list is not to be considered exhaustive and preclude the submission of some other unique information that might satisfy this requirement.

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Representation form involving the release of Special Category/Sensitive

REPRESENTATIONS BY ELECTED REPRESENTATIVES

A. Elected Representative's Details

Name: _____

E-mail address: _____ Phone no: _____

B. Representation Details

I have been asked to make representations on behalf of:

Name: _____

Address: _____

Any other unique information (if required) that will help in confirming the constituent's identity⁵:

In relation to the following matter:

Please list any additional information you have attached to representation (if applicable).

Notice to Constituent/Data Subject

To find out how your personal data stored and managed by the elected member making this representation on your behalf please see their privacy statement. Please note that if you contact details change after you ask for this representation to be made you should notify the change in your details to the elected member who made the request.

C. Consent to Provide Special/Sensitive Personal Data (where necessary)

I consent to the above-named elected representative being provided with my special/sensitive data by _____

Council where this is necessary for the purpose of a response to this representation.

Constituent name: _____ Signature: _____

D. Request by a Third Party

Where the request was not made by the constituent but by a third party e.g. family member on their behalf please attach written consent from the constituent or a statement (with supporting documentation)⁵ explaining why consent cannot be provided and why a representation is in their interests)

Print name of person making the request: _____

State relationship to constituent/data subject: _____

E. Elected Representative Declaration and Signature

When I receive personal data from Dún Laoghaire-Rathdown County Council, I confirm that I will take suitable and specific measures to safeguard the fundamental rights and freedoms of the person to whom this representation relates and process the information only in accordance with Section 40 of the Data Protection Act 2018

Name of Councillor/Deputy/Senator: _____

Signature: _____