

# Subject Access Request Privacy Notice



## Purpose

The purposes for which Stewarts Care Ltd. processes your data are:

- To verify your identity
- To verify your address
- To establish if you are an adult or a child
- To identify the personal data you have requested

## Legal basis

Article 12 of the General Data Protection Regulation

We are required to use all reasonable measures to verify the identity of a data subject who requests access (GDPR, Recital 64)

## Categories of data subject

- Requester of data

## Categories of personal data

- Identity including any reference numbers provided
- Address and other contact details
- Details of their contacts in Stewarts Care Ltd. where relevant to their request

## Further Processing

Where Stewarts Care Ltd. intends to further process your data for a purpose other than those listed, we will provide you with information on that other purpose, prior to that further processing and with any relevant further information on the processing activity and your data protection rights.

## Recipients of the data

The data provided may be shared with the Data Protection Commissioner where requested by that office.

## Storage period

The data processed will be retained for a period of 3 years and subject to review thereafter.

## Data Subject Rights

Information on your rights is available on the Data Protection Commission's website:

[Rights of Individuals](#)

You have the right to lodge a complaint with the Data Protection Commissioner, please see:

[www.dataprotection.ie](http://www.dataprotection.ie)

## Contact Details

Stewarts Care Ltd. is the data controller for the processing of your data. If you have any query in respect of this you may contact the Data Protection Officer.

## Data Protection Officer

Stewarts Care Ltd.

Mill Lane

Palmerstown

Dublin 20

D20 XT80

Email: [dataprotection@stewartscare.ie](mailto:dataprotection@stewartscare.ie)

Telephone: +353 1 651 8236