

**Access Request Form: Request for access to personal information**  
The General Data Protection Regulation (GDPR) (EU) 2016/679



**WYSE Property Management Ltd Trading as: WYSE**  
**PSRA Licence No.: 001347**  
**Company Registration Number: 77218**  
**Registered Office: 94 Lower Baggot St, Dublin 2, Ireland.**

**Section A - please complete this section**

Full Name:	
Email Address:	
Postal Address:	
Mobile and Landline Numbers:	
Account number (if applicable):	

**Section B - please complete this section**

Please select the department you have interacted with:	
Property Management	<input type="checkbox"/>
Lettings	<input type="checkbox"/>
Sales	<input type="checkbox"/>
other	<input type="checkbox"/>
If you have selected other, please specify: _____	
Please provide us with the address that is relevant to your records:	

Please advise us of email addresses you have used to correspond with us:

Please advise us of staff whom you have interacted with:

If any other information that you have or had registered with us is not detailed already within this form, please advise:

**Section C - please complete this section**

**DECLARATION**

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:
  - Name
  - Address that is relevant to the records
  - Proof of Identity – copy of account holder’s passport, driver’s license or utility bill
  - 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 Time:**

Wyse will respond to your request within one month of receiving the completed form.

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

**Compliance Officer**

**Wyse**

**94 Lr Baggot St**

**Dublin 2**

**D02XN82**

Please select which office you wish to collect your data from:

- 94 Lower Baggot Street, Dublin 2
- 1 Aspen Court, Cornelscourt Village, Dublin 18
- 141 Upper Leeson Street, Dublin 4

**Note:**

We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.

**Office Use only:**

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