

**Comhairle Chontae na Mí**  
Teach Buvinda, Bóthar Átha Cliath, An Uaimh,  
Contae na Mí, C15 Y291  
Fón: 046 – 9097000/Fax: 046 – 9097001  
R-phost: customerservice@meathcoco.ie  
Web: www.meath.ie  
Uimhir Chláraithe: 00172770



**Meath County Council**  
Buvinda House, Dublin Road, Navan,  
Co. Meath, C15 Y291  
Tel: 046 – 9097000/Fax: 046 – 9097001  
E-mail: customerservice@meathcoco.ie  
Web: www.meath.ie  
Registration No.: 00172770

**Meath County Council  
Data Protection  
Subject Access Request (SAR) Form**

Request for access to Personal Data under the Data Protection Act 2018 and the General Data Protection Regulation 2016.

**Part 1- Data Subject Personal Details**

Please complete all fields using block capitals.

Full Name:

Address:

\_\_\_\_\_  
\_\_\_\_\_

Email address:

Contact telephone number:

**Part 2- Verification of Identity**

Verification of identity and proof of address are required in order to accurately process your request.

Note: Documents provided will not be retained once a response to this query has issued.

I enclose as verification of my identity a photocopy of my:

Passport:       Driving Licence:       Other:

please specify: \_\_\_\_\_

I enclose as proof of my address a photocopy of:

A utility bill:       A Government letter:       Other:

please specify: \_\_\_\_\_

**Part 3- Information Requested**

State clearly the information you require, including the period during which the data was held and any reference numbers relating to your dealings with Meath County Council. Please provide as much information as possible to assist us in locating your data.

Information required: \_\_\_\_\_

Department name: \_\_\_\_\_

Please specify the dates to which your enquiry relates: from \_\_\_\_\_  
to \_\_\_\_\_

Reference number(s) (if known): \_\_\_\_\_

**Part 4- Declaration by Requestor**

I declare that, to the best of my knowledge, the information I have provided on this form is correct

Signature: \_\_\_\_\_

Name (block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

**Please return your completed form, along with accompanying documentation to:**

Data Protection Officer  
Meath County Council  
Buvida House,  
Dublin Road,  
Navan,  
Co Meath,  
C15 Y291  
Telephone: 046-9097000  
Email: [dataprotection@meathcoco.ie](mailto:dataprotection@meathcoco.ie)

*The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>*