Meath County Council
Access Request Form

Under the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and Data Protection Act 2018, Data Subjects have the right to request access to Personal Data held by Meath County Council (the Council).

Please Note

1. A request can be made in writing in physical or electronic format e.g. by letter or email and sent to dataprotection@meathcoco.ie
2. Requests must be accompanied by photographic identification **and** proof of address to help verify identity of requester.
3. The Council will respond to your request for your personal data within one month. However, where complex requests are received, the response period may be extended by a further two months.
4. Where requests are excessive, of a repetitive nature or where more than one copy is requested, a fee may apply.
5. If the application is made through a solicitor, a signed form consenting to the release of data to the solicitor is required.
6. Third-party requests received on behalf of a data subject must also include photographic identification **and** proof of address for the third-party.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request in a more timely manner.

For further information on how your personal data is processed please refer to the Council's Access Request Policy and privacy notices at https://www.meath.ie/council/your-council/your-data-and-access-to-information/data-protection/privacy-notices

Please complete all parts.

SECTION 1: Details of the Data Subject

Name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Details of Request

To assist us in identifying and locating the personal data you are requesting, please specify below:

THE INFORMATION YOU ARE LOOKING FOR

_____

_____

_____

_____

_____

_____

PLEASE TICK THE DEPARTMENT YOU WERE DEALING WITH

☐	Arts Office	☐	Human Resources
☐	Age Friendly Programme	☐	Information Technology (IT)
☐	Community	☐	Local Enterprise Office (LEO)
☐	Corporate Affairs & Governance	☐	Library
☐	Economic Development	☐	Motor Tax
☐	Environment	☐	Planning
☐	Finance – Loans/Rents	☐	Rural Regeneration
☐	Fire Office	☐	Tourism
☐	Health & Safety	☐	Transportation
☐	Housing	☐	

PLEASE SUPPLY ANY ACCOUNT/REFERENCE NUMBER(S)

_____

_____

PLEASE SPECIFY RELEVANT DATES OR TIMELINE INVOLVED: (i.e. the relevant dates e.g. 01 January 2021 – 31 December 2021 for which you are seeking the personal data):

_____

_____

SECTION 3: Verification of Identity

In order for us to verify your identity, please provide:

1. Copy of **one** of the following forms of photographic identification:

    - Current Passport
    - Current Driving Licence
    - Public Services card

And

2. Copy of a recent Utility Bill or Government issued Letter.

SECTION 4: Declaration

Data Subject Declaration: I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates.	
Name:	
Signature:	**Date:**

Section 5: Permission for a Third Party to Access Personal Data

Part 1: Data Subject

Full name: _____

Address:_____

_____

_____

I acknowledge that _____ (insert name of third party) may receive personal data on my behalf for the following purpose:

_____

Signed: _____ **Date**: _____
Data Subject

Part 2: Third Party

Full name: _____

Address: _____

_____

_____

Telephone no.: _____

Email address: _____

I confirm that I will take suitable and specific measures to safeguard the fundamental rights and freedoms of the person this enquiry relates to.

Signed: _____ **Date**: _____
Third Party

For office use only:
Check box if complete

1. Data Subject ID	☐	**2.** Data Subject Signature	☐
3. Third Party ID	☐	**4.** Third Party Signature	☐

Application Checklist

Please check that you have:	Please Tick
1. Completed the Subject Access Request (SAR) form in full?	☐
2. Signed and dated the SAR form?	☐
3. Included photographic identification for all parties?	☐
4. Included the data subjects signed consent?	☐
5. Included evidence of address for all parties?	☐

Please return the completed form to:

Postal Address: Data Protection Officer
Meath County Council
Buvinda House
Dublin Road
Navan
Co Meath
C15 Y291

Email: dataprotection@meathcoco.ie

Telephone: 046-9097000