



## Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018.

Please complete all parts from 1 - 4.

### **Part 1 – Details of Data Subject (person making request)**

**Contact Details** (in block capitals):

Full Name:

---

Address (including Eircode):

---

Contact Phone Number:

---

Email Address (where applicable):

---

## Part 2 – Details of Request

Requesters should include any details that will help the Department locate their personal data for example please state the area(s) within the Department to which the data relates:

---

---

---

---

Please provide any reference numbers relating to your contact with the Department:

---

---

---

---

Please outline details of the data sought:

---

---

---

---

---

---

---

---

---

---

### **Part 3 – Verification of Identity**

In order for us to verify your identity, please provide a copy of photographic ID (Public services card/passport/drivers licence) and a copy of a recent Utility Bill.

### **Part 4 - Declaration**

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of Requester \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form by post to:

Corporate Support Unit,  
Elm House,  
Earlsvale Road,  
Cavan,  
H12 A8H7

Or by email to [CorporateSupport.Unit@decc.gov.ie](mailto:CorporateSupport.Unit@decc.gov.ie)

Further information on Data Protection:

Contact [dataprotection@decc.gov.ie](mailto:dataprotection@decc.gov.ie)

The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie)

or Make contact with the Office of the Data Protection Commissioner by phone on Tel. 0761104800 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie)

## ADDENDUM

### Additional information specific to the Department of the Environment, Climate & Communications

Please tick, which areas set out below, may contain personal data

Areas in the Department of the Environment, Climate & Communications	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
Governance		
Central Professional Advisory Services		
Finance & Corporate Affairs Division including Corporate Services Division and Corporate Support Unit		
Corporate Governance Division		
Human Resources Division including ISD/Press Office/Strategic Development Communications Unit/Oifig na Gaelige/Minister's Office/Minister of State's Office/Secretary General's Office		
Eircodes Division		
Internal Audit Unit		
Data Protection Officer		
Communications		
Chief Technical Office		
Telecommunications Policy & Regulation		
Internet Policy Division		
National Digital Strategy & Telecommunications Market Contracts Division		
National Broadband Plan		

Areas in the Department of the Environment, Climate & Communications	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
Energy		
Chief Technical Advisors Office		
Energy Efficiency & Affordability Division		
Strategic Energy Policy Division		
Electricity Policy Division		
Energy Industry & Market Analysis Division		
Electricity & Gas Regulation Division		
Energy Security Division		
Heat & Transport Energy Policy Division		
Natural Resources		
Inland Fisheries Division		
Exploration & Mining Division		
Exploration & Mining Technical Division		
Geological Survey Ireland		
Petroleum Affairs Division		
Petroleum Affairs Technical		
Waste Policy & Resource Efficiency Division		
Climate Action and the Environment		
Aarhus, the Bioeconomy & Environmental Awareness Division		
Climate Adaptation, Soil, GMO's and Chemicals Division		
Sustainable Development, Environment, Co-ordination and Governance Division		
Air Quality, Noise & Radiation Division		
Climate Mitigation & Awareness Division		
Environmental Advisory Unit		