



SUBJECT ACCESS REQUEST FORM

QEOMS N6OP AP-008 – F01

Under General Data Protection Regulations, an individual is entitled to ask N6 for a copy of all the personal data which it holds about him/her for the purposes of providing services to the individual. Please complete this form, providing us with the information detailed below should you wish to make a Subject Access Request.

N6 will endeavour to respond promptly and in any event within **one month** of the latest of the following:

- N6 receipt of your written request; or
- N6 receipt of any further information N6 may ask you to provide to enable to comply with your request.

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.

PLEASE NOTE THAT N6 PROCESS CCTV FOR HEALTH AND SAFETY, SECURITY AND ENFORCEMENT PURPOSES ONLY.

N6 CANNOT GUARANTEE THAT THE QUALITY OF THEIR CCTV WILL BE SUFFICIENT TO SUCCESSFULLY IDENTIFY A DATA SUBJECT FOR THE PURPOSE OF SUBJECT ACCESS REQUESTS AND THEREFORE IT IS MOST LIKELY THAT NO CCTV WILL BE PROVIDED WITH THE RESPONSE TO THIS REQUEST.

CCTV IS AUTOMATICALLY DELETED AFTER 90 DAYS.

1. PERSONAL DETAILS OF DATA SUBJECT:

Name:	
Address:	
Telephone No:	
Email Address:	
Motor Vehicle Registration Number:	
Make and model of vehicle:	



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2. VERIFICATION

To ensure N6 is releasing data to the right person, you are required to provide the following to verify your identity before N6 release any personal data to you.

DO NOT SEND ORIGINALS AS N6 WILL SHRED THESE DOCUMENTS IMMEDIATELY ONCE THEY HAVE SATISFIED THE CRITERIA TO IDENTIFY THE DATA SUBJECT.

- Proof of Identity:** **COPY** - Passport, driving licence, ID Card
- Proof of Address:** **COPY** - Utility bill
- Motor Vehicle Verification:** (When required) **COPY** – Certificate of ownership of motor vehicle
- Verification that you were present in the motor vehicle during the transits for which you require the personal data: **COPY** – tag statement, proof from dashcam, statement from registered owner to confirm you were driving the motor vehicle at a particular time.

In addition to the above, if your query relates to a transit, then please state the date, time, direction of travel in the box below (as otherwise N6 will not be in a position to provide any information in relation to a transit)

3. WHAT INFORMATION ARE YOU SEEKING?

Section 3 Data Access Request:

I, (insert name) wish to be informed whether or not N6 holds personal data about me and to be provided with a description of this data and to be informed of the purpose for holding such personal data. I make this access request under Section 3 of the Data Protection Acts.

OR

Section 4 Data Access Request:

I, (insert name) wish to make an access request for a copy of any personal data that N6 holds about me. I make this access request under Section 4 of the Data Protection Acts.



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4. DISCLOSURE OF CCTV

N6 cannot guarantee that the quality of their CCTV will be sufficient to successfully identify a data subject for the purpose of subject access requests and therefore it is most likely that no CCTV will be provided with the response to this request.

DECLARATION

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access request form and certify that the information given in this application to N6 is accurate. I understand that it is necessary for N6 to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

SIGNED _____

DATE _____

NAME IN BLOCK CAPITALS _____

Please return the completed form to:

Data Protection Officer
N6 Concession/Operations Ltd
Toll Plaza Building
Cappataggle
Ballinasloe
Co. Galway
H53 N672
Email: dpo@n6concession.com
Phone: +353 (91) 843 500