



Subject Access Request Form

Please Note:

1. A Request in writing must be made and signed by the applicant.
2. An acceptable form of Proof of identity must accompany this Subject Access Request form.
3. Within the terms of the General Data Protection Regulation, Corrib Oil will respond to your request for personal data within one month. In some circumstances where requests are complex or numerous, this period may be extended but the subject will be made aware if this is the case.
4. Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy is sought, a reasonable fee may apply.
5. The link to the Corrib Oil Privacy Statement is set out at the end of this form.

Please complete all parts.

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

Contact Details (in block capitals):

Full Name: _____

Address: _____

Contact Phone Number: _____

Email Address: _____

Part 2 – Details of Request

Please indicate which right you wish to exercise by ticking the box (please note Data Portability is allowed where technically feasible)

Right of Access

Right to Rectification

Right to Erasure

Right to Restriction

Right to Object

Right to Data Portability

Please outline details of the data sought.

Part 3 – Verification of Identity

In order for us to verify your identity, please provide the following information.

A copy of Photo ID i.e. Passport or Driving Licence and a copy of a recent Utility Bill or Government letter issued within the last six months to your current address.

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:

Data Protection Officer,
Corrib Oil Company LTD,
Unit 16,
EBI House,
Galway Technology Park,
Parkmore,
Galway

Or by e-mail to dpo@corriboil.com

Further information on Data Protection Subject Access Requests can be found on the website of the Data Protection Commission – www.dataprotection.ie

Checklist

Have you:

- | | |
|--|--------|
| 1. Completed the Subject Access (SAR) Request form in full - | YES/NO |
| 2. Signed and dated the Declaration on the SAR form - | YES/NO |
| 3. Included an appropriate form of Photo ID - | YES/NO |
| 4. Included a copy of a recent utility bill or Government letter - | YES/NO |

Privacy Statement

Corrib Oil processes all personal information in accordance with the General Data Protection Regulation and the Data Protection Acts, 1988 to 2018. Further information in relation to this is available on our website at:

<https://www.corriboil.com/terms-and-conditions/>