

ACCESS REQUEST FORM AS PER PRIVACY POLICY

You have the right to access and receive a copy of the personal information we hold about you. We ask that you complete this form so we can determine the details of your request and respond to and implement your request as quickly as possible. This process will provide you with the personal information we hold about you, and information relating to you, in manual or electronic form. Information relating to third parties or other information exempt under applicable law(s) will not be provided.

Please complete your details below and sign where indicated. Send the completed form and proof of identity (by way of proof of your name and your address) to: **Marie Corrigan, GDPR Policy Officer, Naas Oil Group, The Maudlins, Monread Road, Naas, Co. Kildare.**

Please complete as much of the following information as you can:

Full name of data subject: (Title) (First name) (Surname)

Present Address:

Street:

Town:

County:

Postcode:

Other Contact details:

Telephone No.

Email:

Mobile:

If applicable, current/last position in xxxx Company:

Department:

Office Location:

Your employee no. (if any):

If applicable:

Dates you used our services

Any other relevant information:

Details of the Agent or Requestor (if any)

Name:

Address:

Phone Number:

Email address:

Proof of entitlement to (enclose authorisation)

Details regarding what information you are looking for. The more details you can give us the better we will be able to respond to you!

Hard copy files (please specify department & location, if known)

Search criteria (i.e. name, key word, date)

Electronic data (please specify system, if known)

Any other filing system

Any other information you feel might assist us in responding to your request:

We promise to make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation, but please note that this time may be extended to 3 months, when necessary, taking into account the complexity and number of requests.

Signed: Marie Corrigan
GDPR Policy Officer

Dated: 29th day of May, 2018