



**Part 3 – Personal Data Requested**

State clearly the personal data you require, including the period during which the data was held and any reference numbers relating to your dealings with Clare County Council.  
If requesting access to CCTV & other Surveillance Technologies, please state location, date and time of recording.

Please provide as much information as possible to assist us in locating your data.

Information required:

Department name:

Dates/times to which your enquiry relates - from:

to:

Location (in relation to CCTV & other Surveillance Technologies):

Reference number(s) (if known):

**Part 4 - Declaration by Requestor**

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name (block capitals):

Date:

**Please return your completed form, along with accompanying documentation to:**

Data Protection Officer  
Clare County Council  
Áras Contae an Chláir  
New Road  
Ennis  
Co. Clare  
V95 DXP2  
Telephone: 065 682 1616  
Email: [dpa@clarecoco.ie](mailto:dpa@clarecoco.ie)

**Checklist**

Have you:

- |   |        |
|---|--------|
| 1. Completed the Subject Access Request (SAR) 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 |
| 5. Included a letter of consent to Solicitor/Parent/Guardian (where applicable) - | YES/NO |

**Privacy Statement**

Clare County Council processes all personal information in accordance with the General Data Protection Regulation 2016 and the Data Protection Acts, 1988 to 2018.

The personal information (data) collected on this form, including any attachments, (which may include collection of special category data) is collected for the purpose of processing this application and any data collected is subject to Clare County Councils privacy statement which can be found at -

[www.clarecoco.ie/privacy-statement](http://www.clarecoco.ie/privacy-statement)