



**An Roinn Comhshaoil,  
Aeráide agus Cumarsáide**  
Department of the Environment,  
Climate and Communications

# Department of the Environment, Climate and Communications

## Subject Access Request Form

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

Please complete all parts.

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

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

Full Name:

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Address (including Eircode):

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Contact Phone Number:

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Email Address (where applicable):

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## 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:

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

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Please outline details of the data sought:

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

In order for us to verify your identity, please provide a copy of photographic ID (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 to:

[AIE.Unit@decc.gov.ie](mailto:AIE.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. 1 890 252231 or by email on [info@dataprotection.ie](mailto:info@dataprotection.ie).

# ADDENDUM

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

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

<b>Areas in the Department of the Environment, Climate and Communications</b>	Possible Personal Data Retained	<i>Personal Identifier (if available)</i>
<b>Corporate Affairs and Strategic Development</b>		
Central Professional Advisory Services (including Legal and Economic Services)		
Finance		
Internal Corporate Governance Division		
Strategic Human Resources Division including Oifig na Gaelige, Minister's Office, Minister of State's Offices		
Secretary General's Office		
Communications & Media Division		
Corporate Governance		
Work Environment, Digital Transformation and Security,		
Internal Audit Unit		
Data Protection Officer		

<b>Communications</b>		
Strategy Development and Internet Management		
Electronic Communications Policy & Regulation		
Cyber Security, Internet Policy and Emergency Planning Division		
Digital Innovation and Eircodes		
National Broadband Plan		
<b>Energy</b>		
Chief Technical Advisor's Office		
Residential Energy Efficiency Division		
International & Offshore Energy Division		
Electricity Policy Division		
Energy Industry & Market Analysis Division		
Electricity Regulation Division		
Transport Energy & Climate Action Fund		
Business Energy & Gas Policy		
<b>Environment Protection, Circular Economy and Governance</b>		
Inland Fisheries Division		
Exploration & Mining Division		
Exploration & Mining Technical Division		
Geological Survey Ireland		
Petroleum Affairs Division		
Petroleum Affairs Technical		
Waste Policy & Resource Efficiency Division		
<b>Climate Action and the Environment</b>		
Air Quality, Radiation and Noise Policy		
Climate Mitigation & Awareness Division		
Climate Adaptation		
Environmental Policy		
Environmental Advisory and Research Unit		

<b>Version</b>	<b>Date</b>	<b>Changes made by</b>	<b>Change Description</b>
1.0	21/12/2023	Data Protection Unit	Update to email address and DECC Divisions.