***This form constitutes - A Request for Access to Personal Data under the General Data Protection Regulation (GDPR)/ Data Protection Act 2018.***

***Notes:***

1. ***In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.***
2. ***Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.***
3. ***A request will be fulfilled without “undue delay" and in any event, within one month of receipt of the request. However, this one month period may be extended by two further months, if the request is complex and extensive. In this case, we will inform you of any extension within one month of receiving your request, and explain the reasons for the delay.***
4. ***All correspondence and results of the request will be sent to the email address provided by you unless otherwise specifically requested.***
5. ***Please contact us @*** [***GDPR@hmveng.ie***](mailto:GDPR@hmveng.ie) ***if you require assistance completing this form.***
6. ***When completed, send this form and your ID to*** [***GDPR@hmveng.ie***](mailto:GDPR@hmveng.ie)

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |

*Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. 01 January 2022 – 31 December 2022 for which you are seeking the personal data).*

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*Please provide details of specific data you are requesting:*

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Signed Date

*\*Proof of Identity - a copy of an official document which includes photo identification, and which clearly supports my identity e.g. driving licence, passport, national identity card.*