

TOP - Subject Access Request Form

Data Protection Acts

All EEA member states need to comply with the EU 95/46/EC Directive on data protection. This European Directive is enacted in each member state such as Ireland and the UK under different pieces of legislation. In Ireland, for example, they are the Data Protection Acts 1988 and 2003; in the UK it is the Data Protection Act 1998. Under this legislation the data subject, in this case the customer, has certain rights which TOP need to comply with.

Subject Access Requests

The Data Subject has significant rights under the Data Protection legislation. One such right is the Right of Access, which the Data Subject initiates by means of a Subject Access Request, or SAR. This is covered under Section 4 of the 1988 and 2003 Acts.

A valid SAR must have the following attributes

1. Application must be received by TOP in writing
2. Sufficient details are provided to identify the individual to ensure adequate identification by Top
3. A fee of €6.35 will be charged by TOP for processing the request.

Once a valid request is received we (TOP) have a **maximum of 40 calendar days** to respond to the request. If no information about you, the Data Subject, is present in either manual or automated format, then we will also respond to you, the Data Subject, to alert you of this.

What to do next?

1. Complete the following form, provided by TOP.
2. Include **proof of identity (copy of passport or driver's licence, etc.)** and proof of **current postal address**. DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.
3. Include payment of the fee of **€6.35**. We accept cheque, postal order or bank draft, made payable to **Tedcastles Oil Products, Promenade Road, Dublin 3, Ireland**.
4. Post your Request, complete with fee payment and proof of identity and postal address to:

**Attn: Data Protection Officer
Tedcastles Oil Products,
Promenade Road,
Dublin 3,
Ireland**

Section 1 – About Yourself

Title: Mr [] Mrs [] Miss [] Other(specify) []

Surname / Family Name:

First Name:

Current Address: (This is the address to which we will send our response to the SAR)

Section 2 – Identifying/Contact Information

Mobile/Landline number¹:

Account Number (If existing customer):

Section 3 – Purpose of Request

Please give the reason for the requesting information and details of what information you are specifically looking for. Please note: You are not required to fill out this section; however, any information you provide will help us in locating the data you are requesting.

Section 4 – Declaration and Signature

The information I have supplied in this application is correct and I am the person to whom it relates. By signing this form I confirm that I wish to be supplied with the information held about me by TOP and to have a copy of this data sent (in written format) to the address specified in this form.

Signature: _____

Date: _____

¹ We may need to contact you on your phone in order to clarify/verify and process your request.