

**Request for access to Personal Data (this includes  
CCTV and other Surveillance Technologies)  
under Article 15 of the General Data Protection  
Regulation 2016 and the Data Protection Act, 2018**

Name of Requestor: \_\_\_\_\_

Address:  
(include eircode) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Email address: \_\_\_\_\_

\*(We may need to contact you to discuss your access request)

Where a data subject makes a request, the information shall be provided by electronic means (email) where possible, unless otherwise requested by the data subject.

My preferred form of access is to receive records: (Please tick as appropriate)

- As above ☐
- by post ☐
- collect from Customer Services ☐

**Details of Request:**

I .....wish to make an access request under Article 15 of the General Data Protection Regulation (GDPR) for a copy of any information Limerick City and County Council keep about me, on computer or in manual form in relation to the following:

*When requesting information, it is important to give any details that will help the person to identify you and find your data – for example a staff number, date of birth, name of service(s) / section(s) and any account / case or reference number relevant to your access request along with any previous addresses that may assist.*

Be clear about which details you are looking for if you only want certain information. This will help the Council to respond more efficiently. - see pages 4/5 of this document also.

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**If requesting access to CCTV & other Surveillance Technologies, please state the following:**

**Details of footage required:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Note 1:** If you are seeking access to your own personal records, you may be required to provide photographic proof of identity. This is to make sure that personal information is not given to the wrong person.

**Note 2:** To process a CCTV or other Surveillance Technologies request, it will be necessary for the requestor to submit their own photographic ID in order to ensure that it matches with that on the recordings.

**Note 3:** If your request includes details of another individual (18 years or over), this information will be redacted. However, should you wish for this request to be treated as a joint request you will need to provide the written consent of that person.

**Data Subject Declaration:**

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Limerick City and County Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return to:** Data Protection Officer  
Limerick City and County Council  
Merchants Quay  
Limerick  
V94 EH90

**Email:** [dataprotectionofficer@limerick.ie](mailto:dataprotectionofficer@limerick.ie)

**Tel:** 061 556000

**Right to make a complaint**

If a data subject is not satisfied with our response, or if you do not receive a response, at that point you could make a formal complaint to the Data Protection Commission whose contact details are as follows:

Go to their website [www.dataprotection.ie](http://www.dataprotection.ie)

- Phone 01 7650100 or 1800 437737
- Email [info@dataprotection.ie](mailto:info@dataprotection.ie)
- Address: Data Protection Commission, 6 Pembroke Row, Dublin 2, D02 X963, Ireland

**Privacy Statement**

Limerick City and 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 is collected for the purpose of processing this application and any data collected is subject to Limerick City and County Councils privacy statement which can be found at – <https://www.limerick.ie/privacy-statement>

## Limerick City & County Council Departments

Department	Section	Please tick what section(s) you believe may hold records relating to your request	Dates (approx.) records relate to
Housing	Housing Application		
	Housing Rents		
	Tenant Purchase		
	HAP		
	RAS		
	Housing Maintenance		
	Other (please specify)		
Planning	Planning Application		
	Planning Enforcement		
	Other (please specify)		
Environment	Litter/Waste Management		
	Environmental Control		
	Burial Grounds		
	Other (please specify)		
Support Services	Corporate Services		
	Customer Services		
	Human Resources		
	Finance Services		
	Marketing & Communications		
	Other (please specify)		
National & Regional Shared Services	Fire & Emergency Services		
	Water Services		
	HAP Shared Service Centre		
	Southern Region Waste Management Office		
Economic Development	Strategic & Forward Planning		
	Trade & Investment		

Department	Section	Please tick what section(s) you believe may hold records relating to your request	Dates (approx.) records relate to
	Limerick Enterprise Office		
	Digital Services		
	Other (please specify)		
Community Development	Urban & Rural Community Development		
	Libraries Galleries & Museum		
	Tourism		
	Property & Community Facilities		
	Arts Office		
	Other (please specify)		
Travel & Transportation	Roads, Traffic, Cleansing		
	Travel & Transportation Strategy		
	Mid-West Road Design		
	Active Travel		
	Other (please specify)		