



**Section B – Details of Request**

**Proof of Motor Tax Payment**

I would like to request copies of my motor tax payments for the dates stated below for the following vehicle(s):

<b>Vehicle Registration</b>	<b>Date From</b>	<b>Date To</b>	<b>Address at time of taxing (if different from current address)</b>

**Other Data Requests**

**I would like to request copies of:**

**The period of time for which data is sought:** (e.g. January 2016-April 2017)

**Further details:** Please provide any extra information you have which may assist us in responding to your request.

**Please provide any Reference Numbers/Names:** To assist us in locating and identifying the personal data requested, please ensure that you provide details of your interactions with the various offices (e.g. Shannon, Dublin or Loughrea), and divisions/teams within the Department with whom you have corresponded with.

**Section C: Verification of Identity**

In order for us to verify your identity, please provide:

1. Copy of one of the following forms of identification:

*Please tick whichever provided.*

- Current Passport
- Public Services Card
- Current Driving Licence
- Other (please state)

**AND**

2. Copy of one of the following as proof of address:

*Please tick whichever provided.*

- Utility Bill (such as gas, electricity, or telephone bill)
- Current car or home insurance policy that shows your address
- Document issued by a government department that shows your address (e.g. Statement of Liability previously known as P21)

**Section D: Form of Communication**

I request you to forward all correspondence in relation to this request by:

*Please tick as appropriate.*

- Email Address provided above
- Postal Address provided above

**Section E: Requestor Signature**

I, ..... [insert name] wish to have access to data that I believe the Department of Transport retains on me as outlined in Section B.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Section F: Checklist - I have:</b>	<b>Yes</b>	<b>No</b>
Completed the Data Subject Access Request form in full	<input type="checkbox"/>	<input type="checkbox"/>
*Attached proof of my identity (e.g. copy of passport/driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
*Attached proof of my address (e.g. recent utility bill)	<input type="checkbox"/>	<input type="checkbox"/>
Signed and dated the Data Subject Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

\* Please Note: We require proof of the applicant’s identity and address to ensure that the person making this access request is acting legitimately.

Please return this form by email to: [dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie)

Or by post to: Data Protection Officer,  
Department of Transport,  
Leeson Lane,  
Dublin 2  
D02 TR60

**For further information, please visit:**

- <https://www.gov.ie/en/publication/fdde77-data-protection/>
- Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie)

**Data Subject Access Request Form - Privacy Notice**

1. The Data Protection Unit of the Department of Transport (DoT) collects the data you provide in this form. The data controller for the information you provide is the Department of Transport. The data controller's contact details are:

Data Protection Unit  
Department of Transport  
Leeson Lane  
Dublin D02 TR60

Email – [dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie)

Telephone – 085 879 7044

2. We may use the personal data you provide in this form for the purpose of responding to your subject access request.
3. Our legal basis for collecting and processing this data is the General Data Protection Regulation (GDPR). Under Article 15, individuals have the right to request a copy of any of their personal data which are being 'processed by the Department of Transport.
4. The personal data provided here will be stored securely on DoT IT servers.
5. The contact for any queries in relation to this form is Data Protection Unit at [dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie).
6. This data will be stored for 5 years from the date of the Data Subject Access Request or for as long as is needed to respond to the request and implement any further requests from the data subject e.g. rectification, erasure, etc. whichever is later.
7. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Protection Unit at the address listed at 1 above documenting the inaccuracies which need to be rectified.
8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in the DoT Data Protection Policy available at <https://www.gov.ie/en/publication/fdde77-data-protection/>