

1. Introduction

NCPS is aware of its obligations as a data controller, with primary responsibility for, and a duty of care towards the personal data within its control.

NCPS is a data controller regarding the personal data which it manages, processes and stores. Data subjects whose personal data is held by NCPS are entitled to ask whether the data controller is processing any personal data about that individual and, if so, to be given:

- A description of the personal data;
- The purposes for which they are being processed; and
- Information on any organisation to whom that personal data is being, or might be disclosed.

The data subject must also be told about the sources from which the data controller derived the information so long as those sources are available to the controller, and for a copy of the information held, in response to a valid request to that effect.

2. Subject Access Request Procedure

To see a copy of your own data held by NCPS you will need to submit a written request to the NCPS Data Protection Officer enclosing proof of identity, such as staff ID card, or copy of driving licence or passport together with the administrative fee of €6.35 (cheque made payable to Nationwide Controlled Parking Systems).

You are encouraged to complete the Subject Access Request Form (see below) to assist NCPS in accurately identifying the location(s) of the personal data. However, any request in writing is acceptable. NCPS will respond as quickly as possible, but has a maximum of 40 calendar days to respond to your request once it has received all the relevant information.

Please note that Section 5 of the Data Protection Act provides that the right of access does not apply in a number of cases, in order to strike a balance between the rights of the individual, on the one hand, and the operational requirements of the organisation on the other. For this reason, there are circumstances under which NCPS will withhold certain data from disclosure. These circumstances will be reviewed on a case-by-case basis.



**Data Subject Access Request Form (Request for a copy of
Personal Data)
Data Protection Act 1988 and Data Protection (Amendment)
Act 2003**

Full Name (Capitals):

Postal address:

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Telephone:

Email:

I (name) wish to make an access request under Section 4 of the Data Protection Acts, 1988 and 2003 for a copy of any information, in particular those data specified below, that your organisation keeps about me, either on computer or in manual form.

Please describe the personal data which is required in as much detail as possible:

Specific Data:

Specific Data:

Specific Data:

I enclose the following additional information which could help to process the request as quickly as possible:

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Please indicate if you will be happy to merely view the data or if you would like a copy of the data:

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Signature: Date:

Print name:

Please submit:

- A copy of official identification (which includes your photo), to verify your identity e.g. driving licence or passport along with this form.
- A recent bill from a utility company as proof of address.
- A fee of €6.35 (cheque made payable to Nationwide Controlled Parking Systems).

Please return this form to:

**The Data Protection Officer,
NCPS,
6 Mount Street Crescent,
Dublin 2, D02 XT04**