



Subject Access Request Form

Request for Access to Personal Data under the General Data Protection Regulation 2018. Please complete all parts.

Part 1 - Details of Data Subject (person making request)

Contact Details (in block capitals):

Full Name:

Address:

Contact Number:

Email Address:

Part 2 - Details of Request

Requesters should include any details that will help the organisation locate their personal data:

E.g., Please state the area(s) within MARA to which the data relates.

Please provide any reference numbers relating to your contact with the MARA:

Please outline details of the data sought:

Part 3 - Verification of Identity

For MARA to verify your identity, please provide a copy of photographic ID (Public services card/passport/Irish driving licence or Learner Permit) and proof of address in the form of a copy of a recent utility bill, bank statement, or official correspondence such as from the Revenue Commissioners, or Department of Social Protection. I confirm I have attached a copy of these with this form. ☐

Please note that the MARA will be unable to commence processing your request or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is to ensure that personal data is not accidentally disclosed to the wrong person.

Part 4 - Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of
Requester

Date

Please return the completed form to:

maradataprotection@mara.gov.ie

Or by post:

Data Protection Officer
Maritime Area Regulatory Authority (MARA),
2nd Floor,
Menapia House,
Drinagh Business Park,
Drinagh,
Wexford,
Y35RF29.

SAR Checklist

I confirm I have:

- ☐ Completed the Subject Access (SAR) Request form in full.
- ☐ Signed and dated the Declaration on the SAR form.
- ☐ Included a photographic ID.
- ☐ Included a copy of a valid proof of address (recent utility bill/recent bank statement or recent Government issued letter).

All the above steps must be completed for your request to be processed. If they are not included MARA will contact you to provide them.

Subject Access Requests

PRIVACY STATEMENT

The MARA is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The MARA will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. The MARA will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with Government Departments, local authorities, agencies, or other public bodies, in certain circumstances where this is provided for by law. The MARA will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the personal data that we collect are no longer required, we destroy or delete them in a secure manner. The MARA's Data Protection Policy, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject, is available at on the MARA's website. The policy is also available in hard copy upon request.

Further information on Data Protection:

- Data Protection Commission [website](#)
- Contact the Data Protection Commission by phone on Tel. 1800-437737/01-7650100 or by email info@dataprotection.ie.