



# Subject Access Request Form for Passenger Data

## Who is this form for?

You should use this application form if:

- You wish to make a Subject Access Request for passenger data that the Irish Passenger Information Unit (IPIU) may hold on you.

## How to complete this form:

- Please complete this form in CAPITAL letters and place a tick in the relevant box.
- You must complete all sections of this form fully. Please refer to the glossary at section 7 of the form for more information about the questions.
- You must submit verification of your identity.
- If you require assistance in the completion of this form please contact the IPIU's Data Protection Officer at: [IPIUdataprotection@ipiu.gov.ie](mailto:IPIUdataprotection@ipiu.gov.ie)

## Where to send your completed form:

- You must email your completed form and verification of your identity to the Irish Passenger Information Unit at the following email address:  
[IPIUdataprotection@ipiu.gov.ie](mailto:IPIUdataprotection@ipiu.gov.ie)

## Notes:

- All passenger data received by the IPIU is in English only.
- If you believe that your passenger data is incorrect you can request that the information is corrected.
- You have the right where appropriate to obtain erasure of your passenger data and/or a restriction on the processing of your data.
- You also have the right to lodge a complaint to the Data Protection Commission in relation to how the IPIU is processing your passenger data. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie)







## Section 6

## Checklist

Please remember to check you have carried out the following in relation to your request

6.1 Checklist	Tick if you have completed (✓)
Complete the Subject Access Request form in full	
Signed and dated the Declaration in Section 5	
Provided proof of your identity	

## Section 7

## Glossary of terms

This section provides more information on the terms used in this form

Section	Question	Further Information
Section 3	3.3 Flight Number	This refers to the flight number assigned by the air carrier to your flight. (e.g. EI1234)
Section 3	3.4 Airline booking reference/record locator number	This is comprised of six letters and/or numbers used to uniquely identify your booking. It can be found on your itinerary/receipt