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

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

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

Section 1 Details of data subject/passenger

In this section you will need to provide your personal details

1.1 First name (as used on airline ticket)

1.2 Middle name (as used on airline ticket)

1.3 Last name (as used on airline ticket)

1.4 Date of birth

D D | M M | Y Y Y Y

1.5 Address

1.6 City

1.7 State/Province

1.8 Country

1.9 Postal Code

1.10 Contact telephone number

1.11 Email address

Section 2   Travel documentation information

In this section you will need to provide details about the travel/identification document that was used for your flight to/from Ireland for which you are requesting access to your passenger data

2.2 Document Type

2.1 Document Number

2.3 Country of Issue

Section 3   Flight information

Please provide the following details in relation to your flight to/from Ireland for which you are requesting access to your passenger data

3.1 Date of Arrival to Ireland   **OR**   Date of Departure from Ireland

D	D		M	M		Y	Y	Y	Y		D	D		M	M		Y	Y	Y	Y

3.2 Airline

3.3 Flight Number

3.4 Airline Booking Reference/Record Locator Number

Section 4　　Verification of identity

In this section you will need to provide a copy of the following documents

4.1 Document description	Tick if you have submitted (✓).
A copy of your current passport or travel document	
A copy of the passport and travel document you used in relation to your flight to/from Ireland **if** different from your current passport/travel document	

Section 5　　Declaration

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

5.1 Name (Print)

5.2 Signature

5.3 Date

| D | D | | M | M | | Y | Y | Y | Y |

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