

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



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)

[illegible]

1.2 Middle name (as used on airline ticket)

[illegible]

1.3 Last name (as used on airline ticket)

[illegible]

1.4 Date of birth

D	D		M	M		Y	Y	Y	Y
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1.5 Address

[illegible]

1.6 City

[illegible]

1.7 State/Province

[illegible]

1.8 Country

[illegible]

1.9 Postal Code

[illegible]

1.10 Contact telephone number

[illegible]

[illegible]

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

[illegible][illegible][illegible]

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

D	D		M	M		Y	Y	Y	Y
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D	D		M	M		Y	Y	Y	Y
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[illegible][illegible][illegible]



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)

[illegible]

5.2 Signature

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5.3 Date

D	D		M	M		Y	Y	Y	Y
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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