

Form 11 - Personal data disclosure request

USE THIS FORM TO: request the disclosure of personal data processed by or on behalf of Aberdeen Airport. **Please read the guidance note attached**. The following information is needed to help us process the request in compliance with the Data Protection Act 1998. Please complete all sections in BLOCK CAPITALS

Section 1 – Details of the person requesting the personal data disclosure							
Name:							
Position/rank/title							
Contact Address:							
Talambana							
Telephone							
Fax							
Email							
Section 2 - Details	of the personal data to be disclosed						
	nal data e.g. name, address, CCTV images, Airport ID number:						
Section 3 – Justification for personal data disclosure							
	s a legal obligation for Aberdeen Airport to disclose the personal data ow e.g. statutory obligation, rule of law, order of a court.						
piodoo didio tino bon	on o.g. statutory obligation, ratio of law, order of a court.						
If you believe an exe	emption to the Data Protection Act 1998 can be applied by the data						
controller to allow the	e lawful disclosure of personal data please state the applicable exemption						
e.g. preventing and	detecting crime, national security.						

Aberdeen International Airport

Section 4 – Purpose for personal data disclosure									
Reason why the disclosure is necessary:									
The purpose for processing the personal data once it has been disclosed:									
Can the data s	ubject be informed	that this rec	nuest has	heen	made?	Yes	No		
Can the data subject be informed that this request has been made? Yes No									
Section 5 - Declaration									
I certify that the information given on this application form to Aberdeen Airport is true. I									
confirm that the personal data disclosed will not be used in any way that is incompatible with									
the purpose for which it is being disclosed. I understand that if any information on this form is omitted or wrong I may be committing an offence under Section 55 of the Data Protection Act									
1998.	ig i may be commi	ung an one	nce una	ei Secii	on 55 or the Data	Protection	I ACI		
1330.									
Signed			Da	ate					
Section 6 - Co	entact details								
		mailen fu	.aaa#@ba						
Please email completed forms to: mike_fraser@baa.com									
Alternatively send a completed paper copy to:									
ID Centre Gro	und Floor, Viscoun	House							
Aberdeen Airpo		110000							
Dyce, Aberdeen									
AB21 7DU									
	for completing					onal dat	a,		
please ensu	are all required	informat	ion is p	rovid	led.				
Office Use on	ly - Approval								
Disclosure of p	ersonal data –	Approve	ed he		Decl	ined			
please tick		прріоч	, ,			ilica			
	1								
Signature:									
Position					Date:				
1 OSITION					Date.				
If declined state reason									
Rec'		Process							
Add info req'		Rec'							
Info sent									

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Guidance Notes

Section 1 – Details of the person requesting the personal data disclosure

Details of the person requesting the disclosure of personal data is required to ensure that the request is legitimate and the contact details shall be used to facilitate the disclosure of data. This form should not be used if the person requesting the personal data is the subject of the data.

Section 2 - Details of the personal data to be disclosed

It is important that as much detail is provided as possible so that the respective ID Centre is able to locate the personal data and assess whether the request is valid.

Section 3 – Justification for personal data disclosure

The purpose of this section is to establish the legitimacy of the personal data disclosure request. If there is no legal obligation to disclose or you are unsure as to the Data Protection Act exemption that applies then you must ensure completion of Section 4 – Purpose for personal data disclosure.

Section 4 – Purpose for personal data disclosure

This must be completed by the individual making the request. Failure to complete this section will result in a delay to processing the request.

Section 5 - Declaration

This must be signed by the requester and failure to complete this section will result in a delay to processing the request.

Section 6 - Contact details

Completed forms shall be sent to the ID Centre team who will process your request.

Approval

Approval is provided by those authorised to process personal data disclosure forms. Where a request is not approved the requester will be informed and provided a short description of why the request was not approved.

For further guidance please contact the ID Centre Account Manager Mike Fraser at: mike fraser@baa.com