

**Request for Access to Personal Data under Regulation (EU) 2016/679 - the General Data Protection Regulation (GDPR)**

To receive a copy of your personal data held by the Irish Aviation Authority, you are encouraged to submit a written request with the below information to facilitate accurately identifying the locations of your personal data and responding to the request as quickly as possible. The request to the Data Protection Officer of the Irish Aviation Authority should also enclose proof of your Identification and Address. The Irish Aviation Authority will validate and commence working on the request once all necessary information is received.

Please note that under the GDPR, and the Data Protection Act 2018, there are several circumstances where the Irish Aviation Authority may require additional time to respond to a request, be obliged to reject the legitimacy of the request, or withhold certain information from disclosure. Such circumstances will be notified to the requester by the Irish Aviation Authority where applicable.

**Data Subject Contact Details:**

Surname:

Full Forename(s):

Address:

Contact Telephone Number:

E-Mail Address:

**Further Information:**

To help locate your personal data, please state clearly the information you require, with dates where known. Please provide us with as much information as possible to assist us in locating your data.

**Validation of Request:**

Please note that to validate the legitimacy of the request, the Irish Aviation Authority requires proof of the applicant's identity and address. Please provide:

- **Proof of Identity:** Copy of Drivers Licence/Passport
- **Proof of Address:** Copy of utility bill or other official document evidencing the requesters address (must be in the last 3 months)

**Declaration of Requester:**

I, \_\_\_\_\_(insert name) declare that to best of my knowledge that the information provided on this form is correct and wish to have access to the Personal Data that I believe the Irish Aviation Authority retains on me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_.

**Please return the completed form to:**

**By Post:**

Data Protection Officer (Company Secretary)

Irish Aviation Authority

The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

**By Email:**

dataprotection@iaa.ie