

## Form 11 – Personal data disclosure request

**USE THIS FORM TO:** request the disclosure of personal data processed by or on behalf of Glasgow 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:	
Telephone	
Fax	
Email	

### Section 2 – Details of the personal data to be disclosed

Description of personal data e.g. name, address, CCTV images, Airport ID number:

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### Section 3 – Justification for personal data disclosure

If you believe there is a legal obligation for Glasgow Airport to disclose the personal data please state this below e.g. statutory obligation, rule of law, order of a court.

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If you believe an exemption to the Data Protection Act 1998 can be applied by the data controller to allow the lawful disclosure of personal data please state the applicable exemption e.g. preventing and detecting crime, national security.

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 subject be informed that this request has been made?	Yes	No

Section 5 - Declaration
<p>I certify that the information given on this application form to Glasgow 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.</p>
<p>Signed.....Date.....</p>

Section 6 – Contact details	
Please email completed forms to:	kenny_welsh@glasgowairport.com
Alternatively send a completed paper copy to: ID Centre Arran Court St. Andrews Drive Glasgow Airport Paisley PA3 2ST	

**Thank you for completing this request for disclosure of personal data, please ensure all required information is provided**

Office Use only - Approval			
Disclosure of personal data – please tick	Approved	<input type="checkbox"/>	Declined <input type="checkbox"/>
Signature:			
Position		Date:	
If declined state reason			
Rec'		Process	
Add info req'		Rec'	
Info sent			

## 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.

### **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 Kenny Welsh. His email address is:  
[kenny\\_welsh@glasgowairport.com](mailto:kenny_welsh@glasgowairport.com)