

Data Sharing Request Form

Section 1 – Details of the Person Making the Request

This information will only be used to locate the information you are seeking and to contact you regarding your request.

Name of Organisation	
Name of Requestor	
Position	
Telephone Number	
Email Address	
Date of Request	

Section 2 – Data Requested and Reason for Request

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 or order of a court.
If you believe an exemption from the Data Protection Act 2018 can be applied, please state the applicable exemption e.g. preventing and detecting crime, national security.

Section 3 – CCTV Images

Location of camera (airport, gate number, terminal etc.)	
Date:	Time:
Brief description of the data subjects appearance and/or likely activities captured by CCTV:	

Section 4 – Any Specific Arrangements re: Retention/Deletion of Data

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Section 5 – Declaration

Please ensure that you complete this section.

I, certify that the information given on this application form to Glasgow Airport is true. I understand that it may be necessary to obtain more detailed information in order to locate the correct information.

Signed:

Date:

Section 6 –Contact Details

Please send completed forms to:

Email kenny_welsh@glasgowairport.com

Paper ID Centre, Arran Court, St. Andrews Drive, Glasgow Airport, Paisley, PA3 2ST

Office Use Only

Section 7 – Data Sharing Decision

Decision	
Data Supplied (if applicable)	
Reasons for Disclosure/Non-Disclosure	
Any Specific Arrangements re Retention/Deletion	
Decision Taken By	
Date of Disclosure	
Signed	
Dated	

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. Any legal obligations or exemptions should be listed here.

Section 3 – CCTV Images

The purpose of this section is to establish the CCTV cameras that may have captured data related to this request.

Section 4 – Any Specific Arrangements

The purpose of this section is to determine how long the requestor will retain the data and any specific arrangements for the deletion of data.

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.

Section 7 – Office Use Only

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.