



Gatwick Airport – Personal data disclosure request

Use of this form is to request the disclosure of personal data processed by or on behalf of Gatwick Airport Ltd. **Please read the guidance note attached.** The following information is required to help us process the request in compliance with the Data Protection Act 2018. Please complete all sections in BLOCK CAPITALS

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

Name	
Job Title	
Contact Address	
Telephone	
Fax	
Email	

Section 2 – Details of the person that data relates to

Name	
Date of birth	
Address	
Telephone	
ID Pass prefix and number	Airport pass issued

Section 3 – Justification for personal data disclosure

If you believe there is a legal obligation for Gatwick ID Centre 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 2018 can be applied by the data controller to allow the lawful disclosure of personal data please state below the applicable exemption e.g. preventing and detecting crime, national security.

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Section 4 – Purpose for personal data disclosure

Reason why this disclosure is requested e.g. CCTV footage, Transaction report, Swipe history
NB Include dates and times

Dates information required _____/_____/_____
Times required from _____ to _____

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

I certify that the information given on this application form to Gatwick ID Centre 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 2018.

Signed _____ Date _____

Section 6 – Contact details

For ID pass data please email completed forms to: sian.davison@gatwickairport.com For Car Parking data please email: staffparking@gatwickairport.com

Please ensure all required information above is provided fully

Office Use only - Approval			
Disclosure of personal data – please tick	Approved	<input type="checkbox"/>	Declined
		<input type="checkbox"/>	<input type="checkbox"/>
Signature:			
Position		Date:	
If declined state reason			

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.

Section 2 – Details of the person that data relates to

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. Failure to complete this section will result in a delay to processing the request.

Section 6 – Contact details

Completed forms shall be sent to your local ID Centre contact, details provided above.

Approval

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