Data Subject Access Request Form – *Irish Air Line Pilots Association (IALPA)*

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the EU General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. We will respond to your request within the statutory time limitation of 40 days from receipt of the completed request.

Section A : Please Complete This Section

Full Name:	
Address:	
Telephone:	
Email :	

Section B : Please Complete This Section

I, _____(insert name) wish to have access to data that I believe IALPA retains on me as outlined below (please include a description of the information you are requesting and/or any relevant information/references which would assist us in the data search)

_____
_____
_____
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_____

Signed: _____ Date: _____

Section C : Please Complete This Section

Checklist: HAVE YOU:	YES	NO
(1) Completed the Data Subject Access Request Form in full?		
(2) Attached a photocopy of your proof of identity and address?		
(3) Signed and dated the Data Subject Access Request Form?		

Please return the completed form and other relevant information to the IALPA Office.

By Post: Danni Hickey, Data Champion, IALPA, Corballis Park, Dublin Airport, Co. Dublin K67 D560

By email: admin@ialpa.net

Please do not submit this request by way of a return email. Please create a new email with the above subject line: "**Data Subject Access Request**"

The statutory time limit for responding to DSAR's is 40 days. We will respond by electronic means unless otherwise requested within this form.

Section D : IALPA Office Use Only: