

Requesting personal information from Manchester Airport Group (MAG)

The Data Protection Act 1998 (DPA) gives you the right, subject to certain exemptions, to have access to any personal information we hold about you, often referred to as the right of 'subject access request'.

Your rights when making a request

If we do hold personal information about you we will:

- give you a description of it.
- tell you why we are holding it.
- tell you who it could be disclosed to.
- provide you with a copy of the information held where you are entitled to it.

This form will give you guidance on how to make such a request, help us to locate the information you are seeking and satisfy ourselves as to your identity. The form is however not compulsory.

Proof of identity

To avoid personal data about one individual being sent to another, either accidentally or as the result of deception, MAG needs to be satisfied as to the identity of the requester. As standard, we will require photocopies of two official documents that between them clearly show your name, date of birth and current address. For example, a passport, driving license, birth certificate or utility bill.

Where a request is being made on behalf of a third party we will also ask for evidence of consent from the individual that the third party is acting on their behalf, such as a signed letter.

Further information required

We may request further information from you in order to locate the information you are seeking. For example, we may ask to you to tell us if and when you have contacted or visited MAG in the past.

Please send your form or your request to the address details below.

Timescales and response

You will receive an acknowledgement within 3 working days and a full response within 28 calendar days from receipt of your request, satisfactory proof of identity and the detail required to locate the information you are seeking.

Our response will explain if any information is being withheld from you and provide details as why the information is exempt from being provided to you. It will also provide you with any information we feel might be useful to you to give clarity to the information being provided.

For more information and help on making a subject access request, please contact:

Data Protection Officer
MAG
Olympic House
Manchester Airport
M90 1QX

Or email DPO@magairports.com

Subject Access Request – Application Form

Please ensure that all sections of the form are completed and all the supporting documentation are enclosed. Failure to do so may delay the processing of your request.

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.

Title (Mr, Mrs, Ms, Miss, Dr, Rev etc.):	
Forename:	
Surname:	
Date of Birth:	
Address:	
Telephone Number:	
Email Address:	

Section 2 – Details of the person making the request (if different to Section 1).

Title (Mr, Mrs, Ms, Miss, Dr, Rev etc.):	
Forename:	
Surname:	
Date of Birth:	
Address:	
Telephone Number	
Email Address:	

Section 3 – Proof of Identity.

Are you the data subject?

Yes: To help establish your identity your application must be accompanied by photocopies of **TWO** official documents that between them clearly show your name, date of birth and current address e.g. a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Please state which forms of identification you have supplied:

Identification 1	
Identification 2	

No: Are you are acting on behalf of the Data Subject with their written authority? If so, a copy of that authority must also be enclosed.

Please provide a description of your relationship with the Data Subject that leads you to make this request for information on their behalf: For example their solicitor.

Section 4 – Help us to find the information you want

Please describe the information you want together with any other relevant information, for example relevant dates, contact names, references etc. This will help to identify the information you require: If you require CCTV footage please complete the below section.

To help us find the CCTV images you require, please complete the following section.

Data Protection Officer
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