

DATA SUBJECT ACCESS REQUEST: PART A

To be completed when making the request on your own behalf only

To enable us to process your request please return:

- 1. The attached form; and**
- 2. Confirmation of identity** – please provide evidence of name and address (e.g. copy of drivers licence). We will not be able to respond to your request unless you provide this information. Please note that we will send the results of this request to the correspondence address shown on our records (or, if more recent, the address shown on your driving licence or other documentation).

While it is not mandatory we ask you to complete this form to ensure we have the information we need to find the personal data requested.

Please send the above to *Data Protection Team, TUI, Wigmore House, Wigmore Lane, Luton, LU2 9TN* or alternatively by email to dataprotectionUK@tui.co.uk

Your Name (if your name has changed please also provide your previous name as at the time of booking):

Your Address:

Email Address:

Telephone Number:

Please list any known Booking Reference Numbers concerning the personal data you wish us to search for:

Specify below the type of information that you are seeking*:

*** If you are including a search for a call recording as part of your request then please be advised that you will need to provide the date(s) of any calls, and the numbers related to that call (to and from) that you require us to search for. Please also be advised that we do not record all of our calls. In the event that we are able to locate the call(s) requested and they contain your personal data then we will provide you with an audio file of that call.**

Name of Applicant (*print*):

Signed..... Dated.....

DATA SUBJECT ACCESS REQUEST: PART B

To be completed when making the request on behalf of another individual ("the Data Subject")

To enable us to process your request please return:

- 1. The attached form;**
- 2. Confirmation of identity** – where relevant please provide evidence of identity of name and address for the Data Subject (e.g. copy of drivers licence). We will not be able to respond to your request unless you provide this information. If the Data Subject is a minor then please provide your own confirmation of identity in accordance with the above; **and**
- 3. Written and signed confirmation** (where relevant) from the Data Subject that they permit us to disclose their personal information to you.

(a) Please state the nature of your relationship with the Data Subject:

Parent ☐

Guardian ☐

Legal Representative ☐

Other ☐ Please specify: _____

(b) Is the Data Subject on whose behalf you are making this request for information under the age of 18?

Yes ☐ No ☐

If 'yes', please state his or her age:

(c) Please provide the following details in relation to the Data Subject on whose behalf you are making the application:

Name:
Address:
Email Address (if relevant):

Please list any known Booking Reference Numbers concerning the personal data you wish us to search for:

Specify below the type of information that you are seeking*:

* If you are including a search for a call recording as part of your request then please be advised that you will need to provide the date(s) of any calls that you require us to search for. Please also be advised that we do not record all of our calls. In the event that we are able to locate the call(s) requested and they contain your personal data then we will provide you with an audio file of that call.

Name of Applicant (*print*):

Signed..... Dated.....