

This form can be used to make a request under the General Data Protection Regulation (GDPR) to request information about your personal data that is held by us.

Please answer the questions below to help us to process your request.

About you

Title	
Surname	
Middle name	
First name	
Other names / maiden name	
Address line 1	
Address line 2	
Town / City	
Post Code	
Contact phone number	
Email address	
How would you like us to contact you? (If we should have a query about your request.)	
<input type="checkbox"/> By email	<input type="checkbox"/> By post
<input type="checkbox"/> Other	
If you would like us to contact you by other means, please let us know how: -	

Further information

Are you the data subject?

<input type="checkbox"/> YES	Please send us proof of your identity such as a copy of your passport or driving licence.	
<input type="checkbox"/> NO	I am acting on behalf of the data subject with their express permission or with the appropriate legal authority. Please send a letter of authority and proof of your identity.	
How are you, (or the data subject), exercising these rights?		
<input type="checkbox"/> As a customer	<input type="checkbox"/> As an employee	<input type="checkbox"/> Other

Your request

What do you require? (Please provide details of the specific personal information you seek).	
When did you supply this information to us and in what context? (Approximate dates might help us.)	
Please specify the period you would like us to provide the information for.	
Please provide any other relevant information that may help us with your request.	

Your next steps

Please send a copy of this form including proof of your identity by post to

The Data Controller
Dalair Limited
Southern Way
Wednesbury
West Midlands
WS10 7BU

by email to datacontroller@dalair.co.uk or contact us by telephone on 0121 556 9944

We recommend that you retain a copy of this form for your own records.

Our responsibilities

We will acknowledge receipt of your request as soon as possible.

Under the applicable laws, we must provide the information requested within one month of the date of your request, providing that you have given us sufficient information to enable us to do so. Usually, the information requested will be provided free of charge.

However, in certain circumstances, where your requests are complex or numerous, we are permitted to extend this period to three months. Nevertheless, we would still respond to your request within a month and explain why we consider the extension to be necessary. We reserve the right to charge a "reasonable fee", when requests are manifestly unfounded, excessive or repetitive. The fee will be based on the administrative costs incurred to provide you with the information.

If, for any reason, we are unable to provide you with the information you request, for example if we find that we do not hold any personal information for you, we will let you know within one month.

Your personal data, or that of the data subject if you are making a request on behalf of someone else, will be processed solely for the purposes of assessing and responding to your request.

Further information on how we process your personal data in relation your request, including your rights and how long we store the data, can be found in our privacy policy, which can be accessed here <https://www.dalair.co.uk/privacy>