

# Subject Access Request Form

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## 1. PREAMBLE

Malta International Airport p.l.c. takes its obligations with regard to your personal information seriously and is committed to ensuring your privacy is protected at all times.

The Company's principal activities are the operation and management of the passenger terminal at Malta International Airport and the surrounding airport campus.

Importantly, within the airport environment, other organisations may collect your personal information including airlines and their representatives, retail outlets and other service providers. Personal data collected by these organisations does not fall within Malta International Airport p.l.c.'s responsibility and should access to personal data be required, they should be lodged directly to the relevant entity.

## 2. GENERAL INFORMATION

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") grants you the right to access your personal data held by Malta International Airport p.l.c. ("Company", "MIA", "We", "Our"), including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

We suggest that you submit this request in the online form provided below. However, we also made the form available for download in order for you to be able to submit it electronically via email to [dataprotection@maltairport.com](mailto:dataprotection@maltairport.com) or in writing via postal mail to the following address:

*Thomas Wohlfahrtstaetter  
Data Protection Officer  
c/o Malta International Airport p.l.c.  
Malta International Airport, Level 2  
Luqa, LQA4000  
Malta*

In addition to exercising your access right, the GDPR also grants you the right to request correction or erasure of your personal data; restrict or object to certain types of data processing; and lodge a complaint with the Office of the Information and Data Protection Commissioner ("IDPC"). For more information on your rights under the GDPR we suggest you to refer to our Privacy Policy available on our website via [www.maltairport.com/privacy-policy](http://www.maltairport.com/privacy-policy).

## 3. ACCESS REQUEST PROCESS

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking employment records or personnel records; personal data held by our marketing department; medical records; e-mail or other electronic communications (specify the approximate dates and times); billing information; Photographs; video footage; user activity logs; or transaction histories.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me").

As soon as we have verified your identity and have all of the information we need to locate your personal data we can begin processing your access request.

If you are making this request on the data subject's behalf, we need information and proof of identity both on you and the data subject. Therefore, please fill in the relevant information about the data subject in section 4 as well as information on the person requesting access on behalf of the data subject in section 7.

We will use the information you provide on this form solely to identify the data subject, to identify the person requesting data on behalf of the data subject, if applicable, and the personal data you are requesting access to, in order to respond to your request. After satisfying your request it will be deleted without undue delay.

#### 4. INFORMATION ON THE DATA SUBJECT

##### 4.1. Personal Details

If you are making this request on your own behalf, we need to ask you to provide some information in order to allow us to locate the personal data you are requesting. Please provide the information in the fields provided below.

Name, Surname: .....

Home Address: .....

.....

.....

Date of Birth: .....

Telephone Number: .....

Email Address: .....

If you are a current or former employee of Malta International Airport p.l.c., please provide your employee identification number and your approximate dates of employment:

Employee ID Number: .....

Dates of Employment: .....

Please provide other unique identifiers or related information to help us locate your personal data (for example, government identification number or customer account number):

Other information: .....

.....

Please specify the personal data you are requesting access to. Please refer to section 3 of this form for guidance.

I request access to: .....

.....

##### 4.2. Proof of Identity

Before we can respond to your access request we require proof of your identity. This enables us to ascertain that no person other than you requests access to and receives your valuable personal data without your knowledge and permission. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, current address and ID number.

We accept a photocopy or a scanned image of one (1) of the following as proof of identity: Passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. Please also attach a copy of a bank or credit card statement or utility bill showing your current address and dated within the last three (3) months. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact our Data Protection Officer, Mr Thomas Wohlfahrtstaetter, at +356 2369 6661 or [dataprotection@maltaairport.com](mailto:dataprotection@maltaairport.com) for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

## 5. RESPONSE TO YOUR REQUEST

In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on:

- the purposes of processing;
- categories of personal data processed;
- recipients or categories of recipients who receive personal data from us;
- how long we store the personal data, or the criteria we use to determine retention periods;
- information on the personal data's source if we do not collect it directly from you;
- whether we use automated decision-making and the consequences of this processing;
- your rights to request correction or erasure of your personal data; restrict or object to certain types of processing with respect to your personal data; and make a complaint with the IDPC.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

**Electronic copy** or  **Hard copy**

In line with Article 12 of the GDPR you can expect us to respond to your request within one (1) month of receipt of a fully completed form and proof of identity.

## 6. SIGNATURE AND ACKNOWLEDGEMENT

I, ....., confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form.

I understand that in line with the GDPR: (1) Malta International Airport p.l.c. must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until Malta International Airport plc receives all of the required information to process the request; and (3) I am entitled to one (1) free copy of the personal data I have requested, and acknowledge that for any further copies I request, with the exception of electronic copies in the course of the same access request, Malta International Airport p.l.c. may charge a reasonable fee based on administrative costs arising from it.

.....  
Signature

.....  
Date

## 7. ACCESS REQUESTS MADE ON BEHALF OF A DATA SUBJECT

### 7.1. Personal Details

Please complete the rest of the form only if you are placing the request on the data subject's behalf:

Name, Surname: .....

Home Address: .....

.....

.....

Date of Birth: .....

Telephone Number: .....

Email Address: .....

### 7.2. Proof of Identity

In order to not compromise the protection of the personal data of the data subject, we need to establish your identity and need to be certain that you are allowed to act on the data subject's behalf.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, please follow the steps in section 4 of this form, if you have not yet done so, and provide all the information we require on the data subject in order to be able to respond to your request.

In addition to proof of the data subject's identity, we also require proof of your own identity. For this we accept a photocopy or a scanned image of one (1) of the following: Passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. Please also attach a copy of a bank or credit card statement or utility bill showing the data subject's current address and dated within the last three months. If you have changed your name, please provide the relevant documents evidencing the change.

### 7.3. Proof of Legal Authority to act on behalf of the Data Subject

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

If you do not have any of these forms of identification available, please contact our Data Protection Officer, Mr Thomas Wohlfahrtstaetter, at +356 2369 6661 or [dataprotection@maltaairport.com](mailto:dataprotection@maltaairport.com) for advice on other acceptable forms of identification.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

## 8. SIGNATURE OF PERSON ACTING ON BEHALF OF DATA SUBJECT

I, ....., confirm that I am authorized to act on behalf of the data subject. I understand that Malta International Airport p.l.c. must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

I understand that in line with the GDPR: (1) Malta International Airport p.l.c. must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until Malta International Airport plc receives all of the required information to process the request; and (3) I am entitled to one (1) free copy of the personal data I have requested, and acknowledge that for any further copies I request, with the exception of electronic copies in the course of the same access request, Malta International Airport p.l.c. may charge a reasonable fee based on administrative costs arising from it.

.....

Signature

.....

Date