



## DATA SUBJECT ACCESS REQUEST FORM

You have the right to request for personal data we may hold about you. If you wish to make a Data Subject Access Request ("DSAR"), please complete this form and send it to us by post or email. A data subject is an individual who is the subject of the personal data.

**If sending by post, please use the following address:**

Group Data Protection & Compliance Office, Airline Centre, SriLankan Airlines Limited,  
Bandaranaike International Airport, Katunayake 11450, Sri Lanka

**If sending by email, please use the following address:**

[privacy.office@srilankan.com](mailto:privacy.office@srilankan.com)

Please write "Data Subject Access Request" in the subject field of the email.

**If sending by Fax:**

+94 19733 5588

**1. Data Subject's Full Name**

**2. Data Subject's Date of Birth**

**3. Data Subject's Current Address**

**4. Data Subject's Telephone Number**

Home Telephone No:

Mobile Telephone No:

**5. Details of data requested:**

To help us search for the information you require, please let us know as much detail as possible (E.g. copies of emails between <date> and <date>). If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.

**6. Is the information going to be sent to the data subject or his/her representative?**

To the data subject

To the representative

If the data is sent to the representative, please proceed to section 9.

*(To be filled out if the question 6 is answered with "To the representative")*

**7. The Data Subject must give written authorization for the information to be released to his/her authorized representative.**

I hereby give my authorization for \_\_\_\_\_ (fill out the name of the authorized representative) to request access to my personal data.

Signature of Data Subject: \_\_\_\_\_

Name: \_\_\_\_\_

*(To be filled out by the representative of the data subject)*

**8. I confirm that I am the authorized representative of the Data Subject.**

Name of authorized representative and address where personal data is to be sent:

\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**9. I confirm that I am the Data Subject.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I enclose a copy of my ID and address proof (including a government issued ID document).

We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. However, if you have any queries whilst your request is being processed, please do not hesitate to contact us at this email address: [privacy.office@srilankan.com](mailto:privacy.office@srilankan.com)