



Data Protection Manager  
 IT Governance – G-SW  
 Virgin Atlantic Airways Ltd  
 The Office  
 Manor Royal  
 Crawley RH10 9NU

**DATA PROTECTION ACT 1998 CONSENT TO DISCLOSE PERSONAL & SENSITIVE PERSONAL DATA**

Please Note - To request a copy of your booking, **ALL** the following information is required:

Customer Name:

Booking Reference Number:  Flying Club Number (If applicable):

Flight Number:  Route of Travel:  Date of Travel:

I, the Customer/Customer's Representative, request the following information  or, provide my explicit consent for Virgin Atlantic Airways (VAA) to disclose the information below to (Third Party) .

Customer's Name:	Third Party Name (If Applicable):
Address:	Address
Post Code:	Post Code:

**INFORMATION REQUESTED**

Please tick all boxes that apply:

Copy of Booking	
Customer Relations correspondence (complaint reference number)	
Flying Club information	
Other data source (Please specify)	

Please tick box to confirm you have enclosed your £10 cheque or postal order and photocopied identification with this form .

Please print your full name here:

Please sign your full name here:

Please enter today's date here:

\*\* Please note that under the Data Protection Act Virgin Atlantic Airways are allowed 40 days from receipt to process your request  
 \*\* To comply with the Data Protection Act we are required to redact (withhold) certain information from the documents we send out