



**TATA SIA Airlines Limited**  
[www.airVistara.com](http://www.airVistara.com)

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**Data Subject Request Form**<sup>1</sup>

**1. DETAILS ABOUT YOU**

**I am a:**

- a. Client
- b. Customer
- c. Employee
- d. Job applicant
- e. If others, then please specify: \_\_\_\_\_

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss    Other: _____
First name	
Last name	
Date of birth	
Address line 1	
Address line 2	
City	

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<sup>1</sup> Note that the Data Protection Laws do not mandate you to fill this form; however, with this we can address your request more efficiently.

State/Province	
Postal/Zip code	
Country	
Registered e-mail address	
Contact Phone number	

## 2. DOCUMENTS FOR IDENTITY VERIFICATION

Along with the completion of the form, it is mandatory to submit any one Identity for the verification procedure. This ID must include your picture, name, date of birth, and address. An exception is passports, which don't need your address.

Acceptable documents include passport, any national ID card, driver's license, tribal documents, tax ID, voter ID, postal ID, or any other valid government-issued photo ID that meets these criteria.

For refugees and asylum seekers, we may accept the following documents:

- UNHCR-issued document
- Asylum Seeker Temporary Visa
- Asylum Seeker Certificate

Even when issued by a government agency, we cannot accept documents such as student IDs, employee IDs, and library cards.

Do not crop, rotate, touch up, adjust colours, or alter the images in any way.

## 3. ARE YOU THE DATA SUBJECT? (CHECK BOX THAT APPLIES)

Data Subject is any identifiable or identified natural person. Please refer to *Art. 4 of the GDPR* for in-depth knowledge about the terminology.

I am the Data Subject and my identity can be verified on the registered email address.

I am not the Data Subject, but am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity.

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To help us respond to your data subject request, please identify your relationship with the data subject:

- a. Solicitor
- b. Third-party
- c. If other, then please specify: \_\_\_\_\_

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested.

The nature of the identification required will depend on the nature of your request and your relationship with Vistara. For example, if you are a Vistara customer, please provide your PNR or other travel-related information that can be used to identify you. If you are a third party with no affiliation with Vistara, please provide at least one form of identification sufficient to authenticate your identity such as Letter of Authority or Power of attorney.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

If you do not provide adequate proof of identity, we reserve the right to decline the requested personal data.

**4. DETAILS OF THE PERSON MAKING THE REQUEST ON BEHALF OF THE DATA SUBJECT**

**(If you have selected 'I AM NOT THE DATA SUBJECT' option in Section 4, please proceed with this section else skip to Section 5)**

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss    Other: _____
First name	
Last name	
Address line 1	
Address line 2	
City	
State/Province	
Postal/Zip code	

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Country	
Contact Email address	
Contact Phone Number	

**5. IDENTIFY WHAT RIGHT(S) YOU ARE PURSUING AND, IN THE SPACE PROVIDED BELOW, DESCRIBE THE SPECIFIC INFORMATION/ACTION YOU ARE REQUESTING.**

a)  The Right of Access

[The details will help us locate the requested information]

b)  The Right to Rectification

[The details will help us locate the requested information]

c)  The Right to Erasure

[The details will help us locate the requested information]

d)  The Right to Restrict Processing

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[The details will help us locate the requested information]

e)  The Right to Data Portability

[The details will help us locate the requested information]

f)  The Right of Objection to Processing

[The details will help us locate the requested information]

Please note that if you are making a Data Subject Request and the information you requested reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you (in form of written authority from the data subject). In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Request fails to meet the requirements of the GDPR in completely or in part.

In most circumstances, Vistara will provide you with a copy of the information requested free of charge. However, we may be permitted to charge a reasonable fee if a Data Subject Request is repetitive or manifestly unfounded or excessive. We also may charge a reasonable fee to comply with Data Subject Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

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## 6. PREVIOUS DATA SUBJECT REQUESTS (IF APPLICABLE)

Date of Previous DSR	
Reference number of previous DSR	
Name under which the previous DSR was made	

## 7. WHAT HAPPENS NEXT

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Request and start processing your records. If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once we have all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of three months and inform you within one month of your request. We also will inform you of the reasons for the delay. If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

All information disclosed pursuant to a Data Subject Request is a file copy as originals are never provided.

## 8. DECLARATION

Please note that any attempt to mislead, may result in prosecution.

I confirm that I have read and understood the terms of this Data Subject Request form and certify that the information given in this application is true. I understand that it is necessary for Vistara to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** .....

**Date:**