**PERSONAL DATA REQUEST FORM**

**Important Notice**

1. Please complete this form if you wish us to administer your request for your personal data. The information you supply in this form will only be used for the purpose of identifying the personal data you are requesting and responding to your request.
2. We require proof of your identity before we can disclose personal data to the extent in our possession. Proof of your identity should include a copy of one of the following:
	1. Passport,
	2. Driving License,
	3. National Registration Identity Card (NRIC) or
	4. Birth Certificate,
	5. An approval of parent or legal guardian if the request is for children under 16 years old.

The documents should include your full name, date of birth and nationality, resident address. If you have changed your name, please supply a copy of the relevant documents evidencing the change.

1. We may seek further clarification, or decline to administer your request if you have not provided sufficient information to verify your identity. Your request may also be declined in accordance with applicable laws. If so, we will inform you.
2. ET may charge an administrative reasonable fee for handling your request taking into account the administrative costs of providing the information or communication or taking the action requested.
3. Procedure: Please let us have the completed form with the supporting documents, either:

i. by email to **ET Customer Relations** at CustomerRelations@ethiopianairlines.com or

ii. proceed to your **local ET office**. Please refer to the “Contact Us” section on our website at [www.ethiopianairlines.com](http://www.ethiopianairlines.com) for the full list of local ET offices.

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| **SECTION 1: DATA SUBJECT / REQUESTOR** |
| **□** **YES**: I am the data subject. I enclose proof of my identity (Please complete Section 2A) |
| **□**  **NO**: I am acting on behalf of the data subject. I have enclosed proof of the data subject’s identity and proof of my own identity (**Please complete Section 2B and ask the data subject to complete Sections 2A and 2C**) |

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| **SECTION 2A: DETAILS OF DATA SUBJECT** |
| Last Name |  |
| Middle Name |  |
| First Name |  |
| Email Address |  |
| Frequent Flyer (ShebaMiles) Number (if applicable) |  |
| Country of Residence |  |
| Contact Number |  |
| Passport Number(s) |  |
|  Booking Reference |  |
| Ticketing Number |  |
| Last Date of flight, travel sector and Flight Number |  |
| Check-in Information (e.g. seat number, bag tag number) |  |
| Cargo Airway Bill Number |  |
| Travel Sector on ET Flight (Non- ShebaMiles members only) |  |

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| **SECTION 2B: DETAILS OF REQUESTOR (IF DIFFERENT FROM DATA SUBJECT)** Please complete this section with your details if you are acting on behalf of the data subject. |
| Last Name |  |
| Middle Name |  |
| First Name |  |
| Passport Number  |  |
| Contact Number  |  |
| Email Address |  |
| Power of attorney given |  |

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| **SECTION 2C: AUTHORISATION BY DATA SUBJECT** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize<NRIC/Passport No><Name of Data Subject> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Name of Third Party><NRIC/Passport No>to communicate with Ethiopian Airlines Group on my behalf and collect the relevant personal data. |
| Signature of Data Subject: | Date: |

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| **SECTION 3: TYPE OF THE REQUEST(PLEASE SPECIFY)** |
| □ Consent withdrawal |
| □ Access Request  |
| □ Rectification of personal data |
| □Erasure of personal data |
| □ Restriction of processing of personal data |
| □Personal data portability request |
| □ Objection to processing of personal data |
| □ Request regarding automated decision making and profiling |
| □ Others – If your request is not any of the above, please provide any relevant detail of your request below. |

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| **SECTION 4: DECLARATION** |
| I confirm that I have read and understood the terms of this personal data request form and certify that the information given in this application is true. I understand that it is necessary for Ethiopian Airlines Group to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the requested personal data. |
| Signature of Data Subject / Requestor | Date: |

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| **SECTION 5: FOR ET INTERNAL USE** |
| Processed by: | Approved by: |
| Designation:  | Designation: |
| Department: | Department: |
| Date: | Date: |