Additional Needs Booking Form

### Name of person making request:

### Person requiring assistance:

|  |  |  |
| --- | --- | --- |
| Name | Adult or Child | Have you/they travelled before? |
|  |  |  |

### Please list concerns and possible stress points in as much detail as possible:

### Please advise any specific do’s and don’ts we should know when interacting with the above:

### Departure date / time of flight / flight number:

### Arrival time at the Airport for departure (we normally recommend 2 hours before your departing flight):

### Arrival date / time that flight lands into Edinburgh / flight number:

### Please list contact details (inclusive of email address):

### *Please be aware that you may be transported to/from the aircraft in a busy coach.*

### Your right to data privacy

At Edinburgh Airport we take your right to data privacy seriously. Please take the time to read the Statement of Data Privacy below and tick if you agree to the Statement of Data Privacy and processing of your personal data by Edinburgh Airport.

### Statement of Data Privacy confirmation

Yes, I have read and understood the Statement of Data Privacy and agree to Edinburgh Airport processing my personal data / the data of the person detailed in this form to whom I am the legal guardian. I also understand that I can withdrawal consent at any time by sending an email to [additionalneeds@edinburghairport.com](mailto:additionalneeds@edinburghairport.com).

### Statement of Data Privacy

Edinburgh Airport understands and respects the importance of protecting your personal data.

The information you have provided about your concerns/ potential stress points and ‘dos and don’ts’ is being collected and processed by Edinburgh Airport limited (EAL) only. We at Edinburgh Airport will only use this information to inform our staff how to best assist you / the person whose details you have provided in this form.

By providing this information directly to us, you have explicitly consented to us collecting information about you / the person whose details you have provided in this form and processing it for the purposes of determining how our staff at Edinburgh Airport can best provide assistance.

If you provide this information about another person, you are representing to us that they have expressly consented to this. We need your express consent before we can carry out such processing in respect of your personal data. There is no obligation on you to provide your consent but if you decide not to give your consent we may not be able to provide you with the assistance you have requested.

We may disclose the information you have provided in this form to other members of Edinburgh Airport staff in order that they can offer the best assistance, specific to your needs.

We will not disclose any of the information you have provided to any third parties or agencies acting on behalf of Edinburgh Airport.

For details about how we collect, process and use information and data about you please read our privacy policy at: <https://www.edinburghairport.com/help/policies/privacy-notice>