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To the Attention: Data Protection Officer

[Company name and address]

11. november 2021

Dear Madam/Sir,

Please provide me with a copy of the following personal information that [Company name] holds about me, which may be held either in my Human Resources personnel file and/or [Company name]'s ORO.FTL.245 records (Records of Home Base, Flight Times, Duty and Rest Periods).

As provided in ORO.FTL.245, [Company name] is required "to maintain, for a period of 24 months

(1) individual records for each crew member, including

(i) flight times

(ii) start, duration and end of each duty period and FDP

(iii) rest periods and days free of all duties; and

(iv) assigned home base

(2) reports on extended flight duty periods and reduced rest periods.

(b) Upon request, the operator shall provide copies of individual records of flight times, duty periods and rest periods to:

(1) the crew member concerned; and

(2) to another operator, in relation to a crew member who is or becomes a crew member of the operator concerned".

In accordance with the above-mentioned provisions and [Company name]'s Privacy Notice for Candidates (link from company website), please provide me with an electronic copy (in a PDF, Excel or other appropriate file format) of all personal data and records for the past 24 months (or such other longer period, provided such data or records are being processed by [Company name]) indicating the start date and time, duration and end date and time of each of my duty periods and FDPs as a [Company name] crew member, including my rest periods and days free of all duties.

If you have any questions or require any additional information, please do not hesitate to contact me at your earliest convenience by email or phone (individual email and contact number).

Best regards,

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[Company name]

Employee staff number #: xxxxx

