



## BALLYMASCANLON HOUSE HOTEL

### *Golf & Leisure Club*

#### **Form 1A – Access Request Form**

As described in our Privacy Statement, you have the right to access and receive a copy of the personal information we hold about you. We ask that you complete this form so we can determine the details of your request and respond to and implement your request as quickly as possible.

This process will provide you with the personal information we hold about you, and information relating to you, in manual or electronic form. Information relating to third parties or other information exempt under applicable law(s) will not be provided.

Please complete your details below and send your completed form to us, along with proof of identity (by way of proof of your name and your address) to: The Manager, Ballymascanlon House Hotel, Carlingford Road (R173), Dundalk, Co. Louth.

Agent of the requestor: Please note that you must provide your own contact details and you must provide proof of your entitlement to act on the data subject's behalf.

Full Name of Data Subject	
Present Address	
Telephone Number	
Email address	
Mobile Number	

If applicable:

Dates of your stay in the Hotel	
Dates of visits to the Hotel	
Any other relevant information	

If applicable:

Current/ Last post held in the Hotel	
Department	
Your employee number	
Any relevant information	

Details regarding what information you are looking for. The more details you can give to us, the better we will be able to respond to you	
Hard Copy Files (Please specify department & location, if know)	
Connection to file (ie: employee, partner, supplier, customer)	
Electronic data (Please specify system, if known)	
Search Criteria	
Any other information you feel might assist us in responding to your request:	

We promise to make every effort to respond to you within 1 calendar month of the receipt of your request and valid identification documentation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_