



BALLYMASCANLON HOUSE HOTEL

Golf & Leisure Club

Form 2A – Data Correction / Update Request Form

As described in our Privacy Statement, you have the right to correct and update any personal information about you that is inaccurate. We ask that you complete this form so we can determine the details of your request and, where applicable, implement your request.

If the request is valid, we will correct and update the information requested.

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.

Please also provide any documentation you have to prove that the information you wish to update needs to be updated and corrected.

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	
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Category of personal information	Personal Information currently on file	Corrected Personal Information
eg: Name, Address		

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: _____