



BALLYMASCANLON HOUSE HOTEL

Golf & Leisure Club

Form 6A - Portability Request Form

As described in our Privacy Statement, where we use your personal information to fulfil our contractual obligations to you, or where you have consented to our use of your personal information, you have the right to “port” any such personal information you provide to us.

The means you have the right to receive a copy of it in a machine readable format and to have it transmitted to another company. We ask that you complete this form so we can determine the details of your request and implement your request.

This process will provide you with certain personal information that you have provided to us in a format that can be read electronically, and, if you wish this, can be sent to another data controller.

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	

To help us to respond to your request as quickly as possible, please provide as much detail as possible regarding the personal information you seek. If you wish to “port” all applicable personal information, please write “all” below	Names and contact details of companies to which that data should be transmitted.

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: _____